

# **Seesaw Policy**

## **Dean Kelly N.S. Athlone**

**2020/21**

Dean Kelly National School strives to integrate technology into all learning areas throughout the school. Using Seesaw for Schools we as a staff endeavour to support a range of teaching, learning and assessment approaches that:

- enhance learning opportunities through access to a range of resources, stimulus materials and learning tools
- provide increased opportunities for student engagement and motivation
- equip students with the necessary knowledge and skills to use ICT to support 21st-century learning
- support the development of effective student research and evaluation skills
- promote critical and creative thinking skills
- increase teacher and student efficiency
- develop awareness of the public nature of online activity and related responsibilities
- increase opportunities to work collaboratively, locally, nationally and globally

### **SEESAW VISION**

Seesaw's mission is to create an environment where students can be their best. To accomplish this goal, it is essential that Seesaw is safe place for students to document their learning, and that parents and teachers are in complete control over how that information is shared.

### **SEESAW AND PARENTAL CONSENT IN DEAN KELLY N.S.**

We require that teachers or schools get parental consent before using Seesaw with children who are under the age when they can grant consent on their own. This will be achieved through written consent form provided by Dean Kelly N.S. This consent form will be included in our enrolment policy from 2021

## SEESAW PRIVACY POLICY

Protecting your privacy is fundamental to our mission and business. The following summarize our promises to you.

- We never sell your data or student data.
- We never advertise in Seesaw.
- We don't own the content you add to Seesaw.
- Student work is private to the classroom by default.
- We use the latest security industry best practices to protect you.
- We are transparent about our practices and will notify you if things change.
- We are compliant with FERPA, COPPA, GDPR, MFIPPA, and the Australian Privacy Act.

To learn more about how Seesaw collects, stores, uses, shares, and protects your personal information, please review our full [Privacy Policy](#).

## SEESAW AND GDPR

Seesaw complies with the European Union General Data Protection Regulation (the "GDPR") and makes it easy for EU individuals to exercise their rights described in that regulation. The purposes for which Seesaw collects your information, the categories and specific types of information, and our practices and policies regarding the processing of your information are described in this Privacy Policy and our Data Processing Agreement. If you have specific questions about how Seesaw is compliant with GDPR, please see our [frequently asked questions](#) about GDPR.

## **TEACHER USE OF SEESAW**

When a teacher creates a Seesaw class, he/she agrees that:

- Any students you add to your class are current students in your class.
- Any additional teachers you add to your class are authorized by your school to access student journals.
- You will use Seesaw only for lawful purposes and abide by applicable law and school and school district policies in your use of Seesaw.
- You will treat Seesaw as an extension of the classroom and take reasonable steps to confirm that students are using Seesaw appropriately.
- You will take reasonable measures to protect access to information contained in student journals and class journals.
- You will protect your class QR code so that access to student journals and class journals is limited only to students and parents, guardians, and other trusted adults.

## **PUPIL USE OF SEESAW**

- Students may use Seesaw only if their parent or legal guardian has given permission to their teacher or school.
- You agree to use Seesaw only if you have been given a Join Code or have otherwise been invited to use Seesaw by your teacher.
- Seesaw is an extension of the classroom. You agree to use Seesaw in a manner that is appropriate to the classroom.
- You may not violate the policies of your school or school in your use of Seesaw.
- You may not use the video tool in Seesaw at home.

## **PROHIBITED ACTIVITIES (TEACHERS AND PUPILS)**

All users agree that they will refrain from the following prohibited activities when using Seesaw.

- Don't use Seesaw in a manner that violates any applicable laws, regulations, ordinances, or directives.
- Don't use Seesaw in any manner that would be inappropriate for the classroom or violates applicable school or school district policies.
- Don't use Seesaw to lie or mislead other users.
- Don't use Seesaw to distribute unsolicited or unauthorized unsolicited communications, promotions, advertisements or spam.
- Don't use Seesaw to do anything threatening, abusive, harassing, defamatory, tortious, obscene, profane, or invasive of another person's privacy.
- Don't do anything that interferes with the proper functioning of any software, hardware, or equipment that belongs to Seesaw or anyone else.
- Don't impersonate Seesaw or our users on Seesaw or elsewhere.
- Don't interfere with anyone's use or enjoyment of Seesaw.
- Don't use personal information about other users, including students, without consent or as forbidden by applicable law or regulation.
- Don't use Seesaw in a way that infringes the intellectual property rights of others.
- Don't crawl, scrape, or use any manual or automated system to copy any public content available within Seesaw.

## Seesaw usage at Dean Kelly N.S.

Seesaw will be used in all classes from 2<sup>ND</sup> to 6<sup>th</sup>.

The content of students' work and frequency of posting will depend on class level and curriculum.

Pupils work is private and cannot be viewed by other classmates. Work posted is only viewed by the class teacher and school Seesaw administrators.

Teachers will be consistent with the uploading of work and will adhere to homework guidelines decided by whole staff discussion.

Whilst video may be used under the supervision of the class teacher within the school setting, use of the video at home is not recommended.

Seesaw homework will be set for THURSDAY of each week. This must be submitted on the same evening by each pupil.

Seesaw will be used to publish items of the following nature to parents: work samples, collaborative group activities, audio, video and photos of students both at work and of their work

## Seesaw usage in case of long student absences (covid related or other) at Dean Kelly N.S.

**In certain circumstances if a pupil is unable to attend school due to long periods of illness or for isolation due to Covid 19 we as a staff will do the following:**

**-Class work for core subjects will be uploaded on to Seesaw so that the pupil can keep up their learning**

**-Homework will be also uploaded**

**-Teachers may upload other subject areas if they wish but the main priority is the core subjects**

**-Teachers will not upload excessive amounts on Seesaw only what is required to keep the pupil up to date with class work**

**- The child will be informed via text that their child will receive work from the school on Seesaw for the period of their absence**

**-If the child is attached to an S.E.T. teacher this teacher should also upload some work on Seesaw to maintain the learning during the absence**

**PLEASE NOTE - If a child is on holiday or in quarantine due to being away on holiday, the teacher is not obliged to upload work on Seesaw as this is not an absence due to illness**

## Responsibilities:

School Leaders will:

- Ensure adequate training is provided for staff on the use of Seesaw within the classroom
- Comply with the Policies of the Department of Education
- Include Seesaw Agreement in new enrolment pack
- Ensure the GPS Seesaw Policy is available for parents through the school website
- Ensure all staff, parents and guardians comply with the GPS Seesaw Policy
- Have up to date registers for child safety, protection
- Ensure that teachers have a cut off time for correction of seesaw activities posted

Teachers will:

- Post activities at least once a week.
- Ensure they are aware of up to date information regarding child safety, protection
- Use student first names only.
- Use Class Code sign in for students (instead of email/Google sign in)
- Comply with school policy regarding Seesaw use in the classroom
- Ensure the video tool is disabled prior to setting homework activities
- Teach students behaviours to keep safe online. For example: Keeping personal details private, not sharing user name or codes, thinking before posting, not posting information/images that they would not want others to know

Parents will:

- Be familiar with the Seesaw Policy
- Provide up to date information regarding child safety, protection
- Create a quiet environment for their child to complete homework activities
- Discuss child's activities and view their Seesaw posts on a regular basis
- Take an active role in helping your children process their learning
- Limit communication to reasonable hours and understand the need for patience

Students will:

- Abide by the Seesaw Policy
- Follow guidelines outlined by the teacher to ensure safety online. For example: Use the class code to sign in to Seesaw, only use first names when posting items on Seesaw, post work in a responsible manner in line with their teachers' directions
- Not use Seesaw to video or audio call or message another student.
- Be aware that all interactions in Seesaw – via text, audio or video – are monitored by your teacher.

## Dean Kelly N.S. School Seesaw Agreement 2020/21

### Parental / Caregiver Consent

I \_\_\_\_\_ am aware of the terms outlined in the Seesaw Policy. I acknowledge my child/s \_\_\_\_\_ of class \_\_\_\_\_ will participate in Seesaw. I will abide by the following Parent Expectations as outlined in the policy:

- Be familiar with the School Seesaw Policy
- Provide up to date information regarding child safety, protection
- Create a quiet environment for their child to complete homework activities
- Supervise child's activities and view their Seesaw posts on a regular basis
- Take an active role in helping your children process their learning
- Limit communication to reasonable hours and understand the need for patience

\_\_\_\_\_  
Signed by Parent/Caregiver

\_\_\_\_\_  
Printed name of Parent/Caregiver

\_\_\_\_\_  
Date

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### Student Agreement

I \_\_\_\_\_ am aware of the terms outlined in the Seesaw Policy. I \_\_\_\_\_ of class \_\_\_\_\_ will behave according to the outlined Seesaw Policy and will follow the following rules:

- Use the class code to sign in to Seesaw
- Only use first names when posting items on Seesaw
- Post work in a responsible manner in line with my teachers' directions
- Complete weekly homework assignments and submit them on time
- Not use the video tool on Seesaw when at home
- Not use Seesaw to video or audio call or text another student.
- Be aware that all interactions in Seesaw via text, audio or video are monitored by my teacher.
- Submit my best work at all times.

\_\_\_\_\_  
Signed by Student

\_\_\_\_\_  
Printed name of Student

\_\_\_\_\_  
Date



