



SEE SAW POLICY

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Approval Signature:	<i>Arling Bonner</i>
Review Date:	

1. Background

Ardnashee School and college caters for a broad spectrum of needs and seeks to provide an environment where pupils and families are committed to learning in a caring and supportive learning community, we believe that regular open communication is the key to providing a wholistic education for our pupils.

2. Purpose and Scope

This See saw Policy is designed to give clear guidance on the standards, protocols and practices around the use of See Saw as a Home/School communication tool in Ardnashee School and college.

See Saw is a secure online learning journal which is used to record photographs, observations and comments

This policy is for all parents/carers and members of our school community who use the See saw System.

The See Saw system allows us to share relevant and up to date information with parents, carers and families.

3. Objectives

To give parents, carers and families daily updates about what their child is learning and doing in school, therefore involving them further in the life of the school.

- To support and encourage parents, carers and families to discuss their child's learning with them at home, or to send suggestions for home learning activities, therefore extending learning opportunities for children.
- To support periods of extended remote or blended learning

Note that SeeSaw is usually not used to send urgent information e.g. an injury a pupil has sustained at school, as phone calls are more immediate and allow teachers to ensure the information has been received.

4. Procedure/Guidelines

- At the beginning of each academic year, a new See Saw account is established for each class and the previous year's accounts are archived and no longer accessible. This ensures that staff only have access to information regarding the pupils they currently teach.
- School staff welcome relevant information from home including notes on homework completed, achievements at home and information that may affect a pupil's presentation in school such as the amount of sleep they have had.

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- See Saw messages will be accessed before pupil arrival.
- Parents are made aware that See Saw cannot always be accessed e.g. where a teacher is absent or is unable to log on for another reason, so any urgent messages such as a change to home transport arrangements should be communicated via a phone call
- Class teachers will usually send daily updates to the parent/carer of each pupil towards / at the end of the school day.
- It is recognised that there will be occasions where a teacher is unable to send a daily See Saw message home. In these instances, staff will phone individual parents if there is any important information that needs to be shared that day and will update all others the following day – daily See Saw messages are what we aim towards but this may not always be achieved due to exceptional circumstances in school
- Parents or carers can choose to share a child's log in details with extended family if they wish, however this should not be shared on a social media platform.
- Staff will only approve posts or comments from parents or pupils in their own class.
- All staff will either set up their class so that they post under their own name/class name.
- Staff will endeavour to write and respond to parents and carers before 9am and after 3.00 pm, except in exceptional circumstances. Staff should refrain from using the app as an instant messaging service and are advised not to use See Saw to communicate with parents/carers outside working hours.

Parental consent

- We will only use See Saw with children if we have their parent or carer's consent. We also seek permission to use See Saw on an annual basis.
- If parents or carers do not give us their consent, we do not use See Saw for their child. We will endeavour to ensure important information such as permission forms are sent via printed letter as an alternative.
- We would encourage parents and carers to use See Saw to receive daily updates on their child.
- We will seek permission:
 - to use their child's image or name in other children's learning journals.
 - children working together in order to illustrate a key achievement.

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- Privacy and access Staff, parents and carers all have a secure log in to See Saw. We will only provide QR codes to parents or carers (those with parental responsibility).
- Children's information is not accessible by anyone without a log-in code. Journal content is encrypted at rest, and held securely by SeeSaw, a US company. SeeSaw complies with the EU-US privacy shield framework (an agreement between the US and EU that provides companies on both sides of the Atlantic with a mechanism to comply with data protection requirements when transferring personal data from the EU to the US) and is GDPR compliant.

SeeSaw's privacy policy commits to the following principles:

- We don't own the content you provide – students and their schools do.
- Student work is private to the classroom by default. Teachers control what is shared and with whom.
- We don't advertise in Seesaw, create student profiles or sell any user data.
- We use security industry best practices and routinely monitor our systems to protect you.
- We are transparent about our practices and will notify you if things change.
- We are GDPR compliant. [the complete policy can be found at <https://web.seesaw.me/privacy-policy/>] Ways of working
- All staff keep their See Saw log in codes securely.
- Staff should only use EA approved equipment to access Seesaw and should not use the app from personal devices.
- Staff will ensure that communication is clear and professional. They will not use slang or emojis
- Parents should ensure that their communication to class teachers is appropriate and respectful. They should refrain from excessive use of the app (e.g. sending multiple messages every day) and should never use abusive language towards staff. The school reserves the right to withdraw or suspend a parent/carer's use of the app if these terms are breached
- In the event of teachers being absent (short term), paper 'diary sheets' are available in classrooms and may be used by substitute teachers to send a written note home to parents/carers in place of See Saw. Where substitute teachers are covering longer term absences, they can be given See Saw access to aid ongoing communication. This will be determined by the senior leadership team.

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- Staff working remotely should liaise with cover staff to communicate with parents in an effective way e.g. the cover teacher could email the class teacher daily updates to be shared from home via See Saw.
- You can read more about their strong privacy promises here:
<https://web.seesaw.me/privacy>.

5. Monitoring/Evaluation

The Principal will co-ordinate and oversee the policy and its implementation.

The policy will be monitored and evaluated on an ongoing basis through consultation with pupils, staff, parents and the BOG and in line with statutory requirements or advice.