



SEESAW POLICY

Seesaw is a classroom platform that enables teachers to share some of the exciting and delightful things that happen in class, and to provide prompts for parents to have conversations with their children about school. Seesaw provides the opportunity to share information, photos and videos, and to message groups and individuals.

Teachers will be using these applications to engage parents with 'classroom moments' and keep parents up to date with current activities. Teachers may share classroom information (including upcoming excursions, expectations, homework, reminders for interviews, etc.) and classroom learning experiences (including photos, videos, student work samples, etc.).

For Seesaw to be used effectively within our school community, the following guidelines have been developed:

School Administration 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.
- Ensure the Seesaw Policy is available for parents through the school website.
- Ensure all staff, parents and guardians comply with the Seesaw policy.

Teachers will:

- Aim to post at least twice a week.
- Ensure they are aware of up-to-date information regarding child safety and protection.
- Use Class Code sign in for students.
- Ensure students with BYO iPads sign-out at the end of the day.
- Comply with school policy regarding Seesaw use in the classroom.
- Where possible teachers will respond in a timely manner to messages received from parents between the hours of 8:00am and 4:00pm. At times, this may not be achievable due to teaching and learning priorities, Professional Development and/or teacher absence.
- Teach students behaviours to keep safe online. For example:
 - Keeping personal details private.
 - Not sharing usernames or passwords.
 - Thinking before posting.
 - Not posting information/images that they would not want others to know/see.

Parents will:

- Be familiar with the Seesaw Policy.
- Ensure that your child's consent information is up to date.
- Create a parent account for your child, which allows access to your child's journal.
- Limit communication to reasonable hours and understand the need for patience.
- Engage with your child's learning.

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 into Seesaw.
 - Sign out of Seesaw at the end of the day.
 - Post work in a responsible manner in line with teacher directions.
 - Regularly share learning with parents/carers.

