SEESAW

ACCEPTABLE USE POLICY 2020 / 2021

Lisburn Central Primary School will use Seesaw to facilitate blended learning during term-time and also remote learning during periods where the school may be closed. Teachers can post tasks, comment on submitted work and also leave messages for the whole class. Seesaw will be used to set class activities such as homework.

Setting work

Teachers will use the Activity tool to set work. Work will be set to the default of whole class but individual tailored activities can be set for children who would struggle to access the whole class learning. Activities can be set in advance and once activities have been submitted, Seesaw will automatically remove the activity from each child's activity stream notifications.

Teachers will:

- provide instructions to explain to the children how to complete each activity.
- set worksheets as pdfs or photos.
- include further instructions, if necessary, as to how to download content from a website by including a link. The children can then print and upload a photo of their work via the app's camera tool.
- approve work so the children are alerted that it has been submitted.
- mark the submitted work by leaving a comment
- mark the work that has been submitted
- respond to messages related to Seesaw tasks within 24 hours of the message being received Monday to Thursday.

Children will:

- use the Add Response tool to complete and submit their work.
- complete their work to the best of their ability.
- follow the online safety rules and only use for school work.
- report to an adult if they come across any unsafe content.
- follow healthy use of a computer, website and any linked learning.

Parents will:

- ensure submitted work is clearly photographed to enable a teacher to mark it.
- ensure submitted work has been completed to the best of the child's ability.
- sign each homework to show that they have checked the content and it has been submitted on time.
- ensure that appropriate firewalls and age restrictions are set on devices.
- ICT use is regularly monitored and any photos or videos are recorded in a communal area – not in bedrooms.
- ensure communication is kept to a professional and courteous level.
- only use Seesaw to communicate about the work being completed. Any other queries regarding school or reporting their child's absence should be via email to the class teacher or by telephone to the school office.
- not screenshot or share any information on social media or any other platform outside of Seesaw.

Thank you for your support in keeping Seesaw a safe platform on which to work and learn.