



## SEESAW PROTOCOLS AND GUIDELINES

### **Purpose:**

The purpose of this protocols document aims to establish an understanding of the expectation and guidelines regarding the use of the Seesaw communication application at ***Caves Beach Public School***.

### **Rationale:**

Seesaw is a digital communication application for the classroom, which aims to connect staff, parents/caregivers and students through the ability to share photos and videos of student work. Parents/caregivers access to Seesaw is not a 'right', it is a 'privilege'. Each class teacher at ***Caves Beach Public School*** will utilise various aspects of Seesaw to communicate with parents/caregivers of children in their class. Seesaw will be used in all classes from K-6. The content of students' work and frequency of posting will depend on year level and curriculum. The purpose of being connected via a Seesaw account is to provide parents and caregivers with evidence of their child's learning across different areas of the curriculum. The Seesaw Digital Portfolio also provides parents and caregivers with an opportunity to 'like' their child's work and provide comments to share and celebrate their child's work with praise and recognition. Each child will have their own digital journal to which they will add photos, videos, drawings, and notes to showcase their learning. Parents and caregivers will only have access to their child's work and all of the content is stored securely. For further details of the Seesaw privacy policy, please visit:

<https://web.seesaw.me/privacy-policy/>

### **Implementation:**

***The following are expectations of staff, parents/caregivers and students at Caves Beach Public School when using the Seesaw application:***

### **TEACHERS**

- Will only use the Seesaw application during the business hours of 8:00am - 5:00pm.
- Will only allow students to access Seesaw while on school grounds.
- Will use Seesaw as a communication tool to share student photos/videos of work samples, learning progress and achievements.
- Will ensure they have checked and certified that images containing any student in their class have permission to be published.
- May send reminders or whole class announcements as one form of communication.



## **Teachers will NOT use Seesaw for:**

- Daily or extensive information or updates relating to a child's progress. Any communication relating to this will involve the arrangement of a face to face or phone interview through the school office.
- *Instant return* messaging of questions from parents. If there is a question that requires an immediate reply, parents are asked to contact the school office.
- The only means of communication between teachers and parents/caregivers.

## **PARENTS AND CAREGIVERS**

- May contact their child's teacher to arrange a face to face or phone interview at any time during the school year through Seesaw or the school office.
- From time to time parents may receive photos/videos, work samples or activities that their child is participating in at school. Any image containing a student other than their own child (e.g. whole class, small group) may not be published through another social media site e.g. Facebook, Instagram etc.
- May send through photos/videos for their student to share for a news presentation.

## **Parents and Caregivers will NOT use Seesaw for:**

- Early pick up, explanation of absences or change of arrangements requests (these need to go through our school office).
- *Instant return* messaging of questions from teachers. If there is a question that requires an immediate reply, parents are asked to contact the school office.
- A replacement for parent-teacher interviews.
- Inquiries about incidents (these should be dealt with via a phone call or an interview).
- Complaints (these should be dealt with personally via a phone call to the teacher or office).

## **Parents and Caregivers can help us to successfully use Seesaw by:**

- Turning on notifications for the Seesaw app.
- 'Liking' their child's work.
- Leaving encouraging comments on their child's work samples or photos/videos.
- Talking to their children about the learning achievements they have seen on their Seesaw account.



- Remembering that in a group or 'everyone' post, their comments are shared with everyone tagged - students and their parents.

**Please note:** Parents/caregivers that breach the *Seesaw Protocols and Guidelines* may have their access removed at the discretion of the school Principal and classroom teacher.

## STUDENTS

- Will follow guidelines outlined by the teacher to ensure safety online. These include:
  - Using the class code to sign into Seesaw (only accessed at school).
  - Thinking before posting.
  - Not posting information/images that they would not want others to know.
  - Being respectful of other content posted by their peers for their own journal.
  - Post work in a responsible manner in line with their teachers' directions.
  - Leaving positive comments on other student's work samples.

**Please note:** Students that breach the *Seesaw Protocols and Guidelines* may have their access removed at the discretion of the school Principal and classroom teacher.

## Evaluation:

These protocols and guidelines will be evaluated and updated on a yearly basis or as the need arises.

## Please note:

Our staff work hard to provide an excellent education for our students here at ***Caves Beach Public School*** and care deeply about the children in their care. Teachers are not expected to instantly respond to Seesaw and will only use this application during school hours.

Behaviour or language that is not appropriate in a school or classroom setting is not appropriate on social media channels created for educational purposes. Social media for educational purposes should complement existing classroom activities and not interrupt learning. We encourage our school community to help us use this communication application to share and build on the successes of our students in their learning.

## Further information:

At all times, when using Seesaw our staff will follow the NSW Department of Education's Social Media Policy, including the following:



**2.4.4** When a school sets up any social media platforms for educational purposes, the account administrator must ensure that at least two members of staff, including an executive, have administration rights and regularly monitor the interactions.

**2.4.6** All content on official accounts must be visible to the executive members of staff. Staff must not create accounts that cannot be monitored. Where social media accounts are created for communication between a staff member and students, the social media environment is viewed as an extension of the classroom and the same duty of care is owed.

**2.4.8** When personal devices such as mobile phones or cameras are used to take photos of students for social media purposes, please delete photos from the device within one week from the time of uploading. Do not store photos of students on your personal device.

**2.4.9** Staff should make it clear in the page's rules of engagement that communications will be monitored from 8:30am – 3:30pm daily and will not necessarily be monitored out of hours. However, if a teacher does see the message there may be a duty of care to take some action, for example, inform the police.

**2.4.11** Teachers who choose to use social media as part of their educational program should provide education to students on the appropriate use of social media including establishing acceptable standards of behaviour whilst using social media.

**7.2.3** A page or group administrator must always seek permission when publishing content that specifically represents the department. This should be in writing for the purpose of record keeping. For example:

- When publishing content that clearly identifies a student by image or name or any other way which can identify the student either on its own, or in combination with other information, the employee must ensure the student's parent or guardian has signed a permission to publish form.