



St. Mary's Primary School and Nursery Unit

Seesaw Policy

At St. Mary's we pride ourselves on ensuring excellent communication between home and school. As part of this we will be using Seesaw as a communication tool and also as a medium for home learning and homework, especially during times when children cannot attend school, for example, a lockdown. Seesaw is used for Nursery children and for Primary 1-7.

Under GDPR if you sign up to Seesaw you give your consent for your child to use Seesaw. Seesaw does not share any information with any outside organisations. Further information is available on the Seesaw website <https://web.seesaw.me/privacy>

The school have made children aware of the Seesaw guidelines and good practice in the use of Seesaw is included in the eSafety Code of Conduct for pupils that children and parents sign and agree to at the beginning of each school year. Children are reminded of eSafety Code of Conduct regularly and they are displayed in all areas of school.

We have also developed a number of guidelines for parents:

- Talk to your child about appropriate icons and images to use for their profile picture. School recommends children use a profile photo of their face, a family pet or their initials.
- As normal, parents should telephone the school on 029 79 386360 to report if their child is absent from school. We ask that you do not communicate this to the class teacher via Seesaw.
- Any messages sent to the class teacher through Seesaw will only be responded to during working hours. We expect any messages to be courteous and to ensure communication is kept to a professional level.
- Please be aware that if you send a message to the class teacher, they may not see it as they are working with their class throughout the day and may not see a message until after the children go home.
- Teachers will not be expected to use Seesaw to reply to messages or mark uploaded work after 4.30pm.
- Parents **should not** screenshot or share any information on social media or any other platform outside of Seesaw.
- Parents should ensure that submitted work is clearly photographed to enable it to be marked.
- If there is a future lockdown, Seesaw will be used as a home learning platform. Teachers can also be contacted through Seesaw between the hours of 9am – 4.30 pm during a period of lockdown.
- As with all aspects of digital technology, St. Mary's takes every precaution possible to keep children and staff safe online. We encourage parents to be vigilant when children are using Seesaw at home.

If you have any questions or queries about Seesaw please contact Mrs McWilliams at the school on 029 79 386360.