# SEESAW SAFE USAGE POLICY

# 2020

# Horsell C of E Junior

# SEESAW POLICY

Horsell C of E Junior use Seesaw to keep in touch with children during term-time and also during periods where the school may be shut such as lockdown. Teachers can post work, comment on submitted work and also leave messages for the whole class within the website. 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 clearly shown under the Activity Tool. Work will be set to the default of whole class but individual tailored activities can be set for children with SEN who would struggle to access the whole class learning. Activities can be set in advance and dates/times added for when to post to complete them. Once activities have been submitted, Seesaw will automatically remove the activity from each child's activity stream notifications.

**Teachers will:**

-set a variety of work such as photos, videos or internet links. The links will be checked in advance and be to age appropriate content.

-provide instructions to explain to the children how to complete each activity.

-set worksheets as pdfs or photos. These are inserted in to Seesaw's drawing tool which allows children to respond by text, drawing, voice or by up-loading photos of their work.

- may include further instructions as to how to download content from the website by including a link. The children can then print and upload a photo of their work via the app's camera tool.

-notify children how they will be responding to the work within the written instruction.

## Responding to work

**Teachers will:**
-approve work so the children are alerted that it has been submitted.
-'like' the work by clicking on the heart.
-mark the submitted work by clicking on the three dots (…) and clicking Edit and using either the pencil/felt tip tool to draw ticks, highlighter to identify gaps or errors, text tool to add a written response or voice response to give a more personal feedback.
-'check-in' on the app twice during a working day.

**Subject feedback**
Marking will be provided in the following subjects:
**Maths**- answers will be uploaded for the class the day after the work has been set. Children will self-mark.
**SPAG**- any errors will be identified and corrected.
**Topic**- a 'like', stamp and/or house point will be given.
**Written work**- a written or verbal response will be given.

**Children will:**
-use the Add Response tool to submit their work – this allows Seesaw to recognise that they complete it.
-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 that appropriate firewalls and age restrictions are set on computers.
-computer use is regularly monitored.
-ensure communication is kept to a professional level.
-ensure submitted work is clearly photographed to enable a teacher to mark it.

This policy is written in line with the school's Acceptable use policy and E-safety policy and also to complement the Keeping Children Safe in Education 2019 government guidance.

The policy will be regularly reviewed by year leaders, SLT and governors.

**Date created: April 2020**


Signed _____ (Headteacher)


Signed _____ (Chair of governors)