St Thomas' Primary School, Claremont

Procedure:
Use of 'Seesaw' Digital Resource

BACKGROUND

Seesaw is a digital resource, used by schools internationally.

Its main use is through an App where teachers and/or teachers.

Teachers 'approve' student uploads to Seesaw.

Parents can 'like', 'comment' or communicate through the posts, directly with the teacher, with or without their child's knowledge.

As at 2021, a system-wide agreement exists between CEWA and Seesaw.

PROCEDURES

Seesaw is used for a number of purposes at St Thomas' Primary School, Claremont ('the school'):

- As a digital portfolio, containing learning activities in photo, video and other multi media.
- As a direct and indirect communication tool for parents.
- As a digital platform for accessing a variety of digital learning activities.

The Seesaw will only be used for school-related purposes.

Student use of Seesaw is guided by the school's Student Use of ICT policy, ICT Code of Conduct and the parent and student Codes of Conduct.

Seesaw accounts are created upon enrolment at the school.

When enrolment from the school ceases, student and parent access to Seesaw will cease.

Only parents and guardians of a student are permitted to have access to a child's account.

Parents are reminded of the need to keep login credentials secure and are not permitted to provide access to others through their account.

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General guidelines for use of Seesaw at St Thomas' Primary School:

Classes are centrally archived, and administered by a nominated staff member of the school.

The teacher will determine how many posts, photos, videos, activities, and other features, are created each day, and each week. Teachers may consider:

1 post per day for Pre-K-Year 2 students, or five posts over a week.

1-3 posts over the week for Year 3-6 students.

Teachers ultimately decide the amount of posts uploaded per student, per week.

Where practicable, more posts may be uploaded throughout the week.

School staff will take reasonable measures to protect access to information contained in student journals and class journals.

All uploaded content is not to be shared outside of the app.

Parents can only access journal entries to which their child has been 'tagged'.

The teacher may 'tag' multiple students on a post for purposes of sharing collaborative activities and content, which will allow other parents to view, comment, like and otherwise interact with that group of students work.

Any use of, or any content uploaded (for example any posts, content, comments), that is deemed inappropriate in any way by the school will be deleted, and there may be consequences for the person creating the inappropriate content, including, but not limited to, restriction of access to Seesaw.

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