



## Brighton Primary School & Centre for Deaf Education

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### Information and Communication Technologies (Seesaw) User Policy 2020

Brighton Primary School is committed to providing quality I.C.T. resources and learning opportunities for all students.

The online digital portfolio app (Seesaw) is to be used as an educational tool.

The Seesaw User Policy is an agreement that outlines the terms or conditions for the safe use of the digital portfolio app at Brighton Primary School.

### Background Information

Seesaw is an online student driven digital portfolio.  
Its intended use is:

#### For Students

Seesaw empowers students to independently document their learning online and provides an audience for their work.

#### For Families

Seesaw gives families an immediate and personalised window into their child's school day, helping to answer: "What did you do at school today?"

#### For Teachers

Seesaw saves teachers time on organisation and parent communication, enhances formative assessment and provides a safe place to teach ICT skills.

### Safe Use of Seesaw App

Teachers are to oversee the uploading of student work and contributions to each student's personal portfolio.

#### R-2

Teachers will have **sole responsibility** for uploading student portfolio content.

#### Years 3-7

Teachers will have responsibility for **overseeing** the upload of student portfolio content.

Teachers/Students will upload personal portfolio content via the use of a **unique QR class code identifier**.

Parents/Caregivers will be able to access their child's personal portfolio content via the use of **one email address per person**.

Any uploading of student photographs/videos will comply with the **DfE social media guidelines and policy** which is available on our website.

Students must have permission from a teacher or a supervising adult before uploading any content onto their personal portfolio.

Students must be under supervision at all times, when using the Seesaw app.

## Responsible Behaviour

Brighton Primary students must take responsibility for their own behaviour while using the Seesaw app.

1. Teachers will instruct students in the safe use of the app and be taught to make appropriate choices.
2. Teachers will instruct students in how to safely upload personal portfolio content.

## Inappropriate Behaviour

Consequences for inappropriate behaviour while using the Seesaw app include:

- Only uploading under direct teacher supervision.
- Conferencing with the school leadership team.
- Notes home outlining the inappropriate behaviour which occurred.
- Loss of access privileges.

## Seesaw Etiquette

Users are expected to abide by generally accepted rules of online etiquette. These include (but are not limited to) the following;

1. Be polite – use appropriate language. You represent the school so it is important to behave appropriately when you are posting online. Students need to be aware that when using the internet, they are entering a global community and all their actions reflect directly upon the school.
2. Respect other people's work – do not access other people's personal portfolios, or harm any part of the system.
3. Privacy – When using the Internet, students must not give out any information about or images of themselves or anyone in the school community. They must not reveal their own or anyone's surname, personal address, passwords, phone numbers or even the way they walk home, where they play sport, etc.
4. Photos – Images of students and staff for whom the school holds signed permission, may be posted in the class Seesaw group. Images of students are required to comply with the following;
  - Student names should not be visible on the photo.
  - Preferred images are of groups for whole class sharing, and the focus of photos should be the learning, not the student.
  - Students should only be photographed wearing school uniform or day clothes.

## School Contact People for Concerns or Questions

Please speak to your child's teacher in the first instance. You may also contact the following staff for assistance:

**Principal:** Mr Ian Filer  
**Deputy Principal:** Mrs Jan Taylor