

# Lark Hall Infant & Nursery Academy and Flax Hill Junior Academy



## Seesaw Policy

### Policy Status and Review

<b>Date:</b>	June 2021
<b>Review Date:</b>	June 2022
<b>Signed by Governor:</b>	
<b>Date Signed:</b>	

Flax Hill Junior and Lark Hall Infants will use Seesaw to provide blended learning – it will be used to post content on using vimeo for video clips. 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 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.

### **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 using vimeo clips – no teacher is to use video of themselves.
- set worksheets as pdfs or photos.
- may include further instructions as to how to download content from the website by including a link.
- notify children how they will be responding to the work within the written instruction.

### **Responding to work**

#### **Teachers will:**

- approve appropriate work so the children are alerted that it has been submitted.
- send back work that is not appropriate e.g. not relevant to the learning, use of slang on texts.
- ‘like’ the work by clicking on the heart.
- mark the submitted work
- ‘check-in’ on the app regularly 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.

Foundation subject - 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.

### **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.

### Seesaw Privacy Policy

- We never sell your data or student data.
- We never advertise in Seesaw.
- We don't own the content you add to Seesaw.
- Student work is private to the classroom by default.
- We use the latest security industry best practices to protect you.
- We are transparent about our practices and will notify you if things change.
- We are compliant with FERPA, COPPA, GDPR, MFIPPA, and the Australian Privacy Act.

The full Seesaw Privacy policy is available on the Seesaw website.

This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you or someone you know, please contact your Directorate HR Unit.

*A signed copy of this document is available from the school office.*

### Version Control

Version	Date Approved	Changes	Reasons for Alterations
	March 2021	Added range of formats	Accessibility