

Emmanuel Holcombe C of E Primary

Online Learning Journal Policy

Vision Statement

Jesus came to give us life in all its fullness. Our vision is that through faith, family and friendship, each of us can grow in love and learning, being tolerant, having resilience and developing enquiring minds, so that we can all experience the abundance Jesus came to give us.

Mission statement

In our small, friendly school, everyone respects and cares for one another

In our community, church, home and school we work together to grown in faith and friendship

In our learning we encourage each individual to reach their potential to grow through skills, knowledge and understanding

Policy written: May 2020

Review date: May 2021

**Seesaw**

To integrate technology into all learning areas and strengthen communication regarding pupil learning between home and school, Emmanuel Holcombe have implemented the app Seesaw into all classrooms. Seesaw gives children creative tools to capture and reflect on their learning in real time. It is an online environment which:

* empowers pupils to take ownership of their learning and to reflect on their progress over time.
* gives pupils tools to show what they know in the way that works best for them.
* inspires pupils to try their best by providing an audience for their work beyond the classroom.
* creates a meaningful home-school connection so that parents and carers can better support their child’s learning.
* teaches children how to share safely and responsibly in an online environment.

# **Seesaw usage at Emmanuel Holcombe**

Seesaw will be used in all classes within school. The content of pupils’ work and frequency of posting will depend on year level and curriculum. With collaboration and consistency across year levels designated pieces of work will be published.

Seesaw will be used to set home learning if children are not in school- please see COVID policy for more details.

Seesaw will be used to publish items of the following nature to parents:

* work samples
* collaborative group activities
* audio, video and photos of pupils both at work and of their work

We encourage pupils to:

* Keeping personal details private
* Use an avatar or image as their profile picture and not a ‘real’ photo of themselves
* Not share username or passwords
* Thinking before posting
* Not posting information/images that they would not want others to know
* Being respectful of other people’s content that they post or share. For example, a photo taken by a friend is their property, and should only be posted online if permission is gained.

**Seesaw and GDPR**

“Seesaw complies with the European Union General Data Protection Regulation (the “GDPR”) and makes it easy for EU individuals to exercise their rights described in that regulation.” - Seesaw

See Seesaw’s Privacy Policy [here](http://web.seesaw.me/privacy-policy)

**Seesaw’s mission is to;**

“…provide a service that keeps pupils safe, and puts teachers and parents in control of how pupil information is shared. We've adopted the following Privacy Principles to summarise our privacy commitments to you.

* We don’t own the content you provide – pupils and their schools do.
* Pupil work is private to the classroom by default. Teachers control what is shared and with whom.
* We will never advertise to pupils, create pupil profiles or sell any user data.
* We use security industry best practices and routinely monitor our systems to protect you.
* We are transparent about our practices and will notify you if things change.

# **Responsibilities**

School Leaders will:

* Ensure adequate training is provided for staff on the use of Seesaw within the classroom
* Include Technology Usage Agreement and Seesaw Permission Form in new enrolment pack
* Ensure the Seesaw Policy is available for parents through the school website
* Ensure all staff, parents and guardians comply with the Seesaw Policy

**Teachers will:**

* Ensure they are aware of up to date information regarding child safety and protection
* Use pupil first names only and initial if more than one child with the same forename.
* Comply with school policy regarding Seesaw use in the classroom
* Teach pupils behaviours to keep safe online. For example:
  + - Keeping personal details private
    - Not sharing user name or passwords
    - Thinking before posting
    - Not posting information/images that they would not want others to know
    - Being respectful of other people’s content that they post or share. For example, a photo taken by a friend is their property, and should only be posted online if permission is gained.

**Parents will:**

* Sign the Parent Usage Agreement and Seesaw Usage Agreement
* Be familiar with the Seesaw Policy
* Provide up to date information regarding child safety and protection and
* Create a parent account for their child using only forenames and surnames, which allows access to their child’s digital portfolio
* Use an avatar or image as their profile picture and not a ‘real’ photo of themselves

**Pupils will:**

* Abide by the pupil Usage Agreement and Seesaw Usage Agreement
  + Use the class code to sign in to Seesaw
  + Only use first names when positing items on Seesaw
  + Post work in a responsible manner inline with my teachers’ directions
* Follow guidelines outlined by the teacher to ensure safety online. For example:
  + Keeping personal details private
  + Not sharing user name or passwords
  + Thinking before posting
  + Not posting information/images that they would not want others to know
  + Being respectful of other people’s content that they post or share. For example, a photo taken by a friend is their property, and should only be posted online if permission is gained.