



## Ballykeel Primary School and Nursery Unit

### Policy on the Appropriate Use of Seesaw



At Ballykeel Primary School and Nursery Unit, we strongly value the input of all parties that impact on a child's development, and we fully understand that a child's learning does not stop when they leave our school. We also know the importance of teachers creating strong, professional relationships with all adults that surround the children in our class and a clear communication system that allows all parents and teachers to collaborate and discuss matters that concern each child. We strive to create a community that plays a vital role in educating our children and have an input in our curriculum. It is for these reasons that we use the online tool Seesaw, as it enables better communication between parents and teachers and allows everyone to be involved in a child's learning experiences.

Here, each teacher also creates an online classroom where they can post reminders or updates on events for all the children and parents in that class to see.

Throughout the school year, Seesaw builds a digital portfolio of learning experiences for each class, accessible by teacher and parent. Thus, videos of, for example, science experiments or performances can be uploaded to Seesaw and saved as sample of work for teachers and parents to see. It can also be used to take photographs of children's artwork, music lessons or digital technology, enabling no work to be lost when sent home. When teachers share photos of learning experiences and activities with parents they can comment and respond to their child's work.

Seesaw is the main source of communication between parents and school. We ask that all parents and carers use it in an appropriate manner including the following:

- Seesaw should not be used as an informal messaging platform between parent and teacher.
- Seesaw should only be used to communicate matters relating to your child and school. This could be absence, illness or an incident involving your child that school should be made aware of.
- Seesaw will not be used to pass messages on to your child throughout the day. Important arrangements such as collection/walking home from school should be made with your child before they come to school. Any unforeseen changes throughout the day should be communicated via the school office.
- Private inbox messages to teachers and comments on weekly class posts should be written in a respectful, polite manner.
- Aggressive, intimidating or inappropriate language should not be used under any circumstances.
- Staff are not expected to respond to individual questions about events, dates and times which have already been sent out to parents. It is the responsibility of parents and carers to read this information when it is sent in the monthly bulletin, in class announcements already on Seesaw, or posted on the school website.
- Teachers will respond to messages during working hours only as appropriate.

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