Communication Policy - Seesaw

Seesaw is a classroom platform that enables teachers to share some of the exciting and delightful things that happen in class, and to provide prompts for parents to have conversations with their children about school. Seesaw provides the opportunity to share information, photos and videos, and to message groups and individuals.

Teachers will be using these applications to keep parents up to date with current activities and engage parents with 'classroom moments'. Teachers may share classroom information e.g. upcoming excursions, expectations, homework, reminders for interviews etc. Classroom learning experiences including photos, videos, and student work samples may also be uploaded to keep parents informed.

In order for Seesaw to be used effectively within our school community the following guidelines have been developed:

School Administration will:
- Ensure adequate training is provided for staff on the use of Seesaw within the classroom.
- Comply with the Policies of the Department of Education.
- Include Seesaw Agreement 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:
- Aim to post at least once a week.
- Ensure they are aware of up to date information regarding child safety, protection.
- Use student first names only (if same Christian name, use Christian and initial of surname to identify student).
- Use Class Code sign in for students.
- Comply with school policy regarding Seesaw use in the classroom.
- Where possible teachers will respond in a timely manner to messages received from parents between the hours of 8.00am and 5pm. At times, this may not be achievable due to teaching and learning priorities, Professional Development and/or teacher absence.
- Teach students behaviours to keep safe online. For example:
    - Keeping personal details private
    - Not sharing username or passwords
    - Thinking before posting
    - Not posting information/images that they would not want others to know.

Parents will:
- Be familiar with the Seesaw Policy.
- Ensure that your child's consent information is up to date.
- Create a parent account for your child, which allows access to your child's journal.
- Limit communication to reasonable hours and understand the need for patience.
- Engage with your child's learning.

Students will:
- Abide by the Seesaw Policy.
- Follow guidelines outlined by the teacher to ensure safety online. For example:
    - Use the class code to sign into Seesaw
    - Only use first names when posting items on Seesaw
    - Post work in a responsible manner in line with their teachers' directions.
    - Regularly share learning with their parents/carers.