

Use of Seesaw at Hamilton North PS Policy

Using Seesaw as a Digital Portfolio

Purpose:

At Hamilton North PS Seesaw is a digital platform used to help strengthen the partnership between home and school. It provides opportunities for the school to share with parents/carers the learning taking place for their child. Examples of work and activities uploaded onto Seesaw encourage a shared dialogue between student and parents about the teaching and learning. The items posted on Seesaw provide samples of a students' work for parents to view and for students to build their own portfolio.

Guidelines on the use of Seesaw

- Seesaw will be implemented as a digital portfolio for each student. This will replace the hard copy version "Profile Books" used prior to 2020.
- The ICT Leader will ensure rollover is completed at the beginning of the school year and that all staff and students have access to Seesaw.
- At the beginning of the year during the Parent Information Night, new families to the school will be given their individual QR code to access their child's portfolio. **THIS WILL NOT BE SENT HOME IN THE CHILD'S BAG. PARENTS NEED TO PERSONALLY COLLECT THESE CODES.** Staff need to make reasonable attempts to get codes to families.
- Seesaw is not to be used as a reminder system for school administrative information. The office communicates all administration information using the SkoolBag app. and the newsletter.
- Communication by teachers regarding what is happening in the classroom relating to teaching and learning is encouraged.
- The messaging system on Seesaw is NOT to be used to contact parents about any INITIAL behaviour issues/concerns. This is to be first completed through a phone call or meeting. If teachers are wanting to use this platform instead of having a Communication Book then this needs to be agreed to by both parties (Parent/Teacher).
- Each week the teacher or student will upload a minimum average of 1 piece of work/audio/video etc (Approximately 10 per term). Not every student has to have the same piece of work. Student choice should be encouraged.



- Over the course of the term there should be examples of work that cover a variety of curriculum areas.
- Teachers are able to edit and comment (where appropriate) on the pieces of work that the student has uploaded. Parents are encouraged to make positive and encouraging comments on their child's portfolio.
- Any parent comments will be checked and approved by the class teacher.
- If students are wanting to upload more than the expected number of items they should be encouraged to do so.
- For privacy reasons Seesaw must only be used by staff on school provided iPad and laptops and not stored on personal devices.
- Teachers should avoid posting pictures/information of students on the "No Media" list when posting shared activities on Seesaw. Teachers should consult with parents who have a child on the "No Media" list to discuss their child being included in shared posted activities.

Ratified by School Council: May 2020