



Ardmore House School Seesaw Policy

The aim of this policy is to ensure that all staff, parents and members of our school community understand how SeeSaw should be used in school.

SeeSaw is a secure online learning journal, which is used to record photographs, observations and comments. The system allows us to share this information with parents, carers, and families.

Aim and purpose

SeeSaw is used at Ardmore House School with the following aims and purposes:

- To give parents, carers and families regular updates about what their child is learning and doing in school, therefore bringing them further into the life of the school.
- To support and encourage parents, carers and families to discuss their child's learning with them at home, therefore extending learning opportunities for children.

Parental consent

We currently use SeeSaw as an electronic journal to record children's work and development, in the same way we would using a traditional jotter or workbook. We would like to extend the use of SeeSaw to include access for parents and carers, as mentioned above. Before we extend access to SeeSaw for parents and carers, we are writing to parents/carers to inform them about what SeeSaw is, how we will use it and to request their consent before we extend access outside of classroom use. If parents or carers do not give us their consent, we will not extend SeeSaw access for their child.

We are also asking parents for permission to use their child's image or name in other children's learning journals. Sometimes a teacher will take a photograph of or record a comment about several children working together. We will not use photographs like this, or make comments like this, unless we have permission to do so from the parents or carers of all children involved.

Privacy and access

Staff, parents and carers all have a secure log in to SeeSaw. Parents or carers can choose to share a child's log in details with extended family if they wish. We will only approve email addresses from direct parents or carers. If teachers receive a request from an unknown email address, they will ask the parents or carers whether they wish this email address to be approved.



Children's information is not accessible by anyone without a log-in code. Journal content is encrypted at rest, and held securely by SeeSaw, a US company. SeeSaw complies with the EU-US privacy shield framework (an agreement between the US and EU that provides companies on both sides of the Atlantic with a mechanism to comply with data protection requirements when transferring personal data from the EU to the US) and is GDPR compliant.

SeeSaw's privacy policy commits to the following principles:

- We don't own the content you provide – students and their schools do.
- Student work is private to the classroom by default. Teachers control what is shared and with whom.
- We don't advertise in Seesaw, create student 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.
- We are GDPR compliant. [the complete policy can be found at <https://web.seesaw.me/privacy-policy/>]

Ways of working

- All staff must ensure that they keep their SeeSaw log in codes securely.
- Only form staff will be able to approve any posts associated with their form class.
- All staff will either link classwork to their subject folder or put their initials at the end of their post, so that it is clear which member of staff has uploaded each post.
- Staff may use the app as an instant messaging service but any reply from parents or carers must be made through the teacher's school email.
- **Staff will only access SeeSaw, using approved devices and solely for purposes outlined in this school policy.**



Parental Consent Form for the Use of Images of Children on school digital media including, but not limited to, platforms such as SeeSaw.

I/we,..... the parent(s)/ guardian(s) of:

(child's full name).....

Herby give Ardmore House School permission to use any still and/or moving image being video footage, photographs and/or frames and/or audio footage depicting my/our child named above, taken by school approved staff for any of the following uses:

General publicity,

In school, in the media, on our school digital media accounts, posters, brochures and other printed materials.

Signed.....Date.....

Signed.....Date.....