



Clare Primary School

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www.clareprimary.com

Miss S Lindsay (Principal)

Thursday 10th September 2020

Seesaw Permission Form & Acceptable Use Guidelines



Dear Parents/Guardians,

In Clare Primary School we will be using Seesaw (<http://seesaw.me>), a secure online journal where pupils can document and reflect on what they are learning in class using the Seesaw Class App and/or the Seesaw website. Your child will be able to add work (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you to view and comment on throughout the school year.

Using the Seesaw Family App; as parents you can view your child's own work, receive notifications about school events and contact your child's class teacher with reference to any school or pastoral related issues directly through a messenger feature.

Homework activities which were previously completed in workbooks or on worksheets and brought back to school, will now be set on and submitted via Seesaw, where appropriate. Pupils will be taught how to access and complete activities and guidance will also be available to you as parents through 'How To' Sheets and links to online video guides also.

For your child to use Seesaw, the app needs your child's name in order to be able to associate work like their photos, videos or voice recordings with their account. Seesaw only uses this information to provide the service and doesn't advertise in Seesaw, create profiles of students, or share or sell your child's personal information or journal content. You can read more about their strong privacy promises here: <https://web.seesaw.me/privacy>.

Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get your consent. For more information on GDPR, please visit <https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens>.

Our Seesaw Policy, which is available to view on www.clareprimaryschool.com outlines our Guidelines and acceptable use of Seesaw as follows:

Seesaw falls under the remit of 'The ICT Acceptable Use Agreement as part of the Clare Primary School ICT Policy' however there are a number of specific guidelines which should be adhered to by pupils, teachers and parents.

- Teachers will only reply to 'messages' through the Family App within office hours of 8.30am to 5pm and will do so at their earliest convenience
- All communication should be professional and correct titles should be used: teachers and parents should be referred to as Mr/Mrs/Miss/Ms etc. and not using Christian names
- Pupils should be encouraged to complete tasks on Seesaw to the same standard as conventional/traditional classwork or homework tasks. Written work will be photographed and uploaded to Seesaw for marking.
- Should a parent have any issues of complaints they must continue to follow the Complaints Procedure as stated in the [Complaints Policy](#) which is available to view on www.clareprimary.com.

We hope that your child will enjoy using Seesaw to document and share their learning. Please complete and return the attached permission slip so that your child can use Seesaw.

Your Sincerely



SEESAW PERMISSION FORM

Please sign below and return the form to your child's class teacher.

I give consent for my child, named below, to use Seesaw for learning activities set by Clare Primary School.

The following permissions will be taken as valid for the duration of your child attending Clare Primary School. Any changes to these permissions should be emailed to the Principal using:
info@clareps.tandragee.ni.sch.uk

I have read and understood the Guidelines and Acceptable Use of Seesaw.

Child's Name: _____

Parent Printed Name: _____

Parent Signature: _____

Date: _____