



Illaroo Road Public School

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SEESAW Expectations **for Students, Teachers and Parents/Caregivers**

PURPOSE

This expectations document aims to establish guidelines regarding the SeeSaw communication application as used by teachers at Illaroo Road Public School.

RATIONALE

Students Capture Their Learning in any Form

- SeeSaw empowers students to share their learning journey with their family.
- This can be shown through photos, videos, drawings, text, PDFs, and links. You can also import directly from most popular apps, like Google apps.

Share Learning with Families

- Include families in the learning process by inviting them to view updates to their child's Seesaw journey.
- Each class teacher at Illaroo Road Public School may choose to use elements of SeeSaw to support their feedback to students and communication with parents/caregivers of students in their class. It is at the discretion of the class teacher.

Please view the website for more information about Seesaw including their privacy principles.

<https://web.seesaw.me/learn-more/>

AIM

To provide all staff, students and parents/caregivers with clear guidelines on school expectations when using SeeSaw.

IMPLEMENTATION

The following are expectations of staff and parents / caregivers at Illaroo Road Public School:

TEACHERS

- Will use SeeSaw as a communication tool between school and home. This will include reminders, messages and short communication to individual families.
- Will inform parents/caregivers and students how they will be using SeeSaw.
- Must ensure they have checked and certified that images containing any student in their class e.g. a whole class photo has permission to be published.
- May choose to use SeeSaw in other ways such as:
 - deliver effective feedback to students and parents/caregivers of children in their class.
 - collect student work samples.
 - utilise SeeSaw to communicate homework tasks.
 - receive non urgent messages from parents/carers that do not require a response.

- Seesaw will **NOT** be used for:
 - daily or extensive information or updates relating to a child's progress. Any communication relating to this should be done either face to face or by a phone interview.
 - instant return messaging of questions from parents. If there is a question that requires an immediate reply, parents are asked to contact the school directly and a return phone call will be made.
 - communicating concerns regarding learning or behaviour in the first instance.
 - the only means of communication between teachers and parents/caregivers.

PARENTS AND CAREGIVERS

- Become informed how your child's teacher is using SeeSaw. Seek clarification from your child's teacher if you have any questions. The tool is used as a way to share the learning journey and strengthen home-school partnerships and we want it to be a positive experience.
- Do not use SeeSaw to communicate if your child is going to be or has been away from school.
- Respect a teacher's right to their own personal time outside school hours of 8:30am-3:30pm Monday to Friday and consider when you send a message, how many messages you send or when you expect a response from your child's teacher.
- Understand your child is important to us however, the class teacher has up to 30 students in their class. Understand the teacher may not respond to your message or may not respond on the same day. If you believe a response is required and it needs to be immediate, please phone the school directly on 4421 0422.
- If you have an important message or concern about your child such as a family emergency or school pick up, please phone the school as your child's teacher may be away and the information will not get passed on.
- Do not communicate student absences via SeeSaw.
- Daily or extensive updates will not be provided through SeeSaw. We ask that you contact your child's teacher to arrange a face to face or phone interview at any time during the school year if you have concerns about your child or their learning.
- From time to time you may receive a photograph or work samples or even activities that your child is doing at school. Any image containing a student other than your own may not be published through another social media site, example; Facebook, Instagram etc.
- All SeeSaw use is at the teacher's discretion.

EXPECTATION OF TEACHER COMMUNICATION

A school's hours of operation are between 8:30am and 3:30pm. Your child's teacher is on class and explicitly teaching students most of this time. Therefore, I have set the following expectations for electronic communication for all staff:

- Do not use SeeSaw to send messages, pictures etc during class time. This is a time for explicit teaching and feedback for all students.
- If the teacher believes a message requires a response, this can be done when they are on RFF or between 8:30am-9:00am or 3:00pm-3:30pm.
- A teacher may choose to use SeeSaw to communicate to families outside of school hours however, this is an individual teacher's decision and is based on their family or personal circumstance.
- Messages sent outside of school hours or on the weekend will not be responded to until the following work day.