

*Be Different.*  
MAKE A DIFFERENCE!



# Seesaw Policy



**CAPRICORNIA**

*School of Distance Education*

## What is Seesaw?

At CSDE, we aim to integrate technology into all learning areas and strengthen communication between school and home; enriching the learning experience. Seesaw is a web-based platform that meets those requirements and allows students to communicate an understanding of their learning through the use of photos, videos, drawings, text, PDFs and links.

Seesaw empowers students to independently document what they are learning at school. When students post to their Seesaw journal, content is uploaded, organised by the student, and immediately accessible to teachers from any device.

Seesaw makes it easy for students and teachers to review progress over time and demonstrate growth. It helps capture the learning process, not just the product. Teachers control who can view the student content, and can customise which feedback options are available in their class.

Students can use Seesaw's built-in audio recording, drawing and caption tools to reflect on what they have learnt or explain their thinking. On iOS devices, students can use the recordable whiteboard to create a video that combines drawing and audio recording to explain their thought processes as they work.

Seesaw gives students an authentic audience of their peers, parents and even other classrooms around the globe, encouraging better work and real feedback.

Seesaw is compatible with a range of apps and documents:



Technical Info & App  
Smashing.pdf

## Seesaw and the Australian Curriculum

The Australian Curriculum has identified a number of *General Capabilities* that play a significant role in equipping young Australians to live and work successfully in the twenty-first century.

Seesaw provides the perfect platform to allow our students to develop all *General Capabilities*, in particular the Information and Communication Technology (ICT) capability.

With Seesaw, students learn how to use ICTs effectively and appropriately. They can:

- Access, create and communicate information, ideas and an understanding of their learnings.
- Solve problems and work collaboratively in all learning areas at school and in their lives beyond school.
- Learn to make the most of the digital technologies available to them, adapting to new ways of doing things as technologies evolve.
- Learn how to limit the risks to themselves and others in a digital environment by applying safe and ethical protocols and practices.



Seesaw is interactive and multimodal, it supports rapid communication between the learning stakeholders, and it can be adapted to suit different contexts. Seesaw transforms the ways that students think and learn and gives them greater control over how, where and when they learn.

By using Seesaw, students develop knowledge, skills and dispositions around ICT and its use, and the ability to transfer them across environments and applications. They learn to use ICT with confidence, care and consideration, understanding its possibilities, limitations and impact on individuals, groups and communities.

(Australiancurriculum.edu.au, 2018)

## Rationale

Seesaw's mission is *to create an environment where students can be their best*. It provides a range of benefits to all education stakeholders.

### Students:

- Seesaw creates a safe and supportive online learning environment where students can develop their digital citizenship skills.
- Students love Seesaw because it is easy to use and highly engaging!
- It encourages creativity, exploration and learning as a continual process. Students own their learning.
- Students are truly communicating their understanding of their learning, as Seesaw puts the content into the hands of the learner.
- Students capture their learning in any form to meet their individual learning style.
- Instant feedback from teachers allows students to correct misconceptions in the moment, as well as expanding on their learning.
- Seesaw provides an authentic audience for student work. Students love sharing work with their peers and extended family.
- Collaborate with their teachers and other students. Group work in distance education is possible!
- Students can reflect on prior learning by reviewing their digital portfolio.
- Students benefit from increased active learning time during timetabled lessons, as they can learn content prior to lessons.
- Work can be organised into folders and it is accessible from any device, anywhere.

### Teachers:

- Teachers can gauge student learning as the dynamic learning process is being captured.
- Teachers can easily differentiate for individual and small groups of students.
- Receiving, creating and distributing content is easier and accessible to all students.
- Use Seesaw for formative assessment to monitor students' knowledge and skills prior to the completion of the summative assessment.
- Pre-teaching concepts through Seesaw allows lessons to move from direct instruction towards engaging, active learning.
- Teachers can monitor students' work by identifying the 'Skills' being utilised and rate their progress against those skills (using a 4 star system).
- Multiple opportunities to provide feedback to students in a time-efficient and personal way.
- Teachers have the opportunity to interact with students multiple times a day.
- Engage with today's socially connected and media-savvy learners.

- Teachers receive work instantly, drastically reducing the turn-around time for tasks and assessment.
- Work can be organised into folders and it is accessible from any device, any campus or anywhere.

Families (if the teacher has enabled Family Access):

- Strengthens connections between school and home.
- Home tutors have access to examples of high quality instruction to upskill them and improve practice.
- Parents can view student progress and provide additional information to teachers about student learning.
- Families receive notifications when work has been submitted and the teacher provides feedback.
- Seesaw is a cloud-based application, so storage requirements for computers is reduced.
- Seesaw brings work returns into the 21<sup>st</sup> century.
- Receive announcements from teachers and send teachers private notices in reply, with the ability to add attachments.
- Work can be shared with other family members.
- Saves on classroom resources.

## Responsible Use

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes. Our school and teachers make decisions about the best technology to meet the needs of our students.

While we are committed to ensuring that the students' use of ICT and third party providers is safe, respectful and positive, developing appropriate online behaviours and protecting against negative influence is an ongoing and collaborative task that requires the active involvement of parents and guardians.

Online behaviours can affect a students' right to learn, teachers' ability to teach and the ability of the school to provide a safe, supportive learning environment. It is unacceptable for students to bully, harass or victimise another person, whether they are on CSDE grounds or while online. Inappropriate online behaviour will result in restricted access to the third-party provider and disciplinary action in accordance with CSDE's Responsible Behaviour Plan.

*Appropriate behaviour by a student includes:*

- Ensuring personal information, such as address, phone number, is kept private
- Completing assigned class work and assessments set by teachers
- Developing appropriate literacy, communication and information skills
- Authoring text, artwork, audio and visual material for publication on the internet for educational purposes
- Communicating or collaborating with other students, teachers, parents or experts in relation to school work
- Being courteous, considerate and respectful of others.

*Inappropriate behaviour by a student includes:*

- Publishing offensive messages or pictures
- Use of obscene, inflammatory, racist, discriminatory or derogatory language
- Use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- Insult, harass or attack others or use obscene or abusive language.

## Seesaw Administrator Responsibilities

- Set up classes as requested by teachers. *Class Settings* will be set to:
  - Students can see each other's work: **OFF**
  - New items require approval: **OFF**
  - Enable item editing: **ON**
  - Enable student likes: **OFF**
  - Enable student comments: **OFF**
- Create student accounts as required and monitor accounts to ensure they have been correctly established:
  - Student First Name and Last Name: As normal
  - Student ID: MIS ID
  - Student Email: MIS email address
  - Student Display Name: First name and first initial of the surname only.
- Monitor the school's Seesaw account to ensure the *Purchased Licenses* match the *Active Student* quota.
- Support teachers, students and home tutors with using Seesaw.
- Ensure the Seesaw Policy is available to the school community through the School Website and Classroom Blackboards.
- Suspend or remove a student account if the student's behaviour is determined to contravene the school's Responsible Behaviour Plan.

## Staff Responsibilities

- Ensure that students have completed a *Third Party Website Consent* form allowing the use of Seesaw (check on One School). If you receive a completed form, please submit it to the Administration Assistants.
- Ensure *Class Settings* are set to the school default settings:
  - Students can see each other's work: **OFF**
  - New items require approval: **OFF**
  - Enable item editing: **ON**
  - Enable student likes: **OFF**
  - Enable student comments: **OFF**
- If you wish to change your settings so that students can see each other's work, you need to ensure that students have completed a **Media Consent Form allowing media consent**.
- If a student does not have media consent, you will need to contact the parents/ guardians to ensure permission for the sharing of their work/ commenting on Seesaw. Please see the attached letter as an example:



Letter Example to  
Parents

- If teachers change the Class Setting '*Students can see each other's work*' to **ON**, they must also change '*New items require approval*' to **ON**.
- If teachers change '*Enable student comments*' to **ON**, they must also change '*New comments require approval*' to **ON**.
- If the teacher decides to activate the Class Blog, it MUST be 'Password Protected'.
- If the teacher has 'Invited Families' and decides to '*Enable Family Comments*', they MUST turn on '*New comments require approval*'.

- Teachers provide feedback to students in alignment with the current *Marking and Feedback* policy (on SharePoint).
- Save student work as required for evidence of learning and assessment. Teachers can click on the three dots below an item and select 'Save item'.
- Ensure student accounts are created in alignment with school requirements:
  - Student First Name and Last Name: As normal
  - Student ID: MIS ID
  - Student Email: MIS email address
  - Student Display Name: First name and first initial of the surname only.
- Notify the Seesaw Administrator if students need to be added or removed from your class.
- Teach students about responsible online behaviour and commenting.

## Student Responsibilities

- Use Seesaw for educational purposes only (unless agreed to by the teacher).
- Ensure work is submitted in accordance with the teachers' requests and timelines. Ensure that items are being posted into the correct class and into the correct folder (if required).
- Only add items to your own journal. Do not select 'Edit People' and tag other students into your item.



Save Work into Your  
Journal.pdf

- Only post materials and comments in alignment with the school's Responsible Behaviour Plan. Ensure that all communication is courteous, considerate and respectful.
- Do not share passwords or private information.
- If you comment on student's work, use only their first name.
- Be cybersmart, and think before posting.
- Students will sign into Seesaw using their own account and not the account of other students.
- Students will not allow other students to use their Seesaw account.

## Parent/ Guardian Responsibilities

- Ensure students understand their responsibilities when using Seesaw. Students need to understand the difference between appropriate and inappropriate use.
- Ensure the *Third Party Website Consent* form has been completed and returned to the class teacher.
- Only use the student account created by the school. DO NOT create your own student account. The school subscription is calculated on the number of student accounts, so students may only have one account each.
- Once students have logged into Seesaw using the generic password, please ensure students create their own, unique password.
- All communication through Seesaw must be courteous, considerate and respectful.
- Parents will only share their own student's work outside of Seesaw.
- Ensure that student's create an 'Icon' in their *Account Settings* in accordance with the student's Media Consent form, as the icon will be viewed by other students.
- Parents can peruse [Seesaw's Privacy Policy](#). An extract:

*An essential part of our mission is providing a service that keeps students safe, and puts teachers and parents in control of how student information is shared. We've adopted the following Privacy Principles to summarize our privacy commitments to you.*

- 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 COPPA and FERPA compliant.

The Seesaw Service is hosted and operated in the United States and is subject to United States law. Any personal information that you provide to Seesaw will be hosted on United States servers. By using this Service, you consent to the transfer to and processing of your personal information in the United States.

Seesaw is subject to the investigatory and enforcement powers of the Federal Trade Commission (FTC). Under their jurisdiction, Seesaw complies with the EU - U.S. Privacy Shield Framework as set forth by the US Department of Commerce regarding the collection, use and retention of personal information from European Union member countries. Seesaw has certified that it adheres to the Privacy Shield Privacy Principles of notice, choice, accountability for onward transfer, security, data integrity, access, and enforcement and liability.

(Seesaw, 2018)

## Seesaw Support

Teachers, parents and guardians can find support for Seesaw in the following locations:

- **CSDE General Classroom Blackboard**
- **Capricornia SDE Home Tutor Space Blackboard**
- [CSDE Website](#)
- [Seesaw Help Centre](#)
- If you have a specific technical difficulty, you can submit a [request form](#). Please indicate that you are a 'Seesaw for Schools' customer.
- Seesaw [You Tube channel](#)
- Contact the School Administrator: [tbidd1@eq.edu.au](mailto:tbidd1@eq.edu.au)

Supporting Documents:



Seesaw Parent Information Sheet.pdf



2018 Logging on and Changing a Password



Third Party Website Consent Form.pdf



Intro Seesaw to Students.pdf



Save Work into the Correct Class.pdf

Teachers can find further support for Seesaw in the following locations:

- **Seesaw Support** classroom in Seesaw. This *classroom* contains a range of documents and links to support teachers with the implementation of Seesaw.
- **Seesaw Training Classroom** in Seesaw. This *classroom* is for teachers to trial using Seesaw and its features.
- **Seesaw PD in Your PJs**: Online Professional Development
- **Seesaw Facebook Groups**: Lots of great Activities are shared. Save them to your 'Activity Library'.
- **CSDE SharePoint**: *Curriculum/ Seesaw*. Here teachers will find a range of PowerPoints to support students.

## References

Australiancurriculum.edu.au. (2018). *Information and Communication Technology (ICT) Capability*. [online] Available at: <https://www.australiancurriculum.edu.au/f-10-curriculum/general-capabilities/information-and-communication-technology-ict-capability/> [Accessed 10 Apr. 2018].

Seesaw. (2018). *Seesaw Privacy Policy*. [online] Available at: <https://web.seesaw.me/privacy-policy/> [Accessed 10 Apr. 2018].