DRUMAHOE P.S.

SEESAW / GOOGLE CLASSROOM

Guidance for Parents

At Drumahoe P.S. we pride ourselves on ensuring excellent communication between home and school. As part of this we will be using Seesaw & Google Classroom as a communication tool and also as our online platforms for remote home learning and homework.

We are constantly looking at ways to improve home communication and share our children's learning. As part of this we are developing remote, blended and online learning approaches and will be using the Seesaw app (P1-P6) & G Suite (P7-Google Classroom) within the classroom to create a snap-shot of your child's learning.

The school have made the children aware of the Seesaw/G Suite Guidelines for children, agreed by all children and staff. Children are reminded of these guidelines if and when required.
Both of these online platforms allow schools and pupils to engage with parents and carers to create an online environment which:

• empowers pupils to take ownership of their learning and to reflect on their progress over time;

• gives pupils tools to show what they know in the way that works best for them;

• inspires pupils to try their best by providing an audience for their work beyond the classroom;

• creates a meaningful home-school connection so that parents and carers can better support their child's learning.

Under General Data Protection Regulation (GDPR), in order for a child to use Seesaw/Google Classroom, we have to obtain parental consent. In signing the consent form, parents/carers are allowing the platforms to use their child's name in in order to be able to associate work like photographic evidence of work, videos or voice recordings with their account.

Seesaw & Google do not share any information with any outside organisations. Further information is available on the Seesaw & Google websites as well as the Privacy Information already sent out with the consent forms. Seesaw/Google Classroom only uses this information to provide the service and doesn't advertise, create profiles of students, or share or sell the pupil's personal information or journal content.

G Suite for Education Notice to Parents and Carers

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from pupils in connection with these accounts.

Using their G Suite for Education accounts, pupils may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Classroom – Used for presentation of resources, classroom and homework assignment, marking of work and feedback
- Docs - word processing
- Forms - survey and quiz tool for subjects and school
- Slides – presentations

- Gmail – Mail system
- Calendar – personal school calendar
- Contacts – for communicating with teachers and their classes etc.
- Drive – Storage of pupil files
- Groups – for organisation of class groups
- Keep – note taking
- Sheets - spreadsheets
- Sites – creation of website under direction of teacher / subject only
- Talk/Hangouts - under direction of teacher / subject only
- Vault – storage/backup facility

In addition, we also allow pupils to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following "Additional Services":

- YouTube - Education account only (No adverts)
- Google Maps
- Google Earth

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at:

https://gsuite.google.com/terms/education_privacy.html

Further information about their strong privacy promises for Seesaw can be found online at (https://web.seesaw.me/privacy). It is the parent's responsibility to read these privacy policies and on returning the permission slip to school it is assumed that this has been read.

Under an EU law called the General Data Protection Regulation (GDPR), in order for the children to use Seesaw/G Suite, the school must get parental consent. For more information on GDPR, visit:

 https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens.

Instructions as to how to download the Seesaw app and register the children using their unique home learning codes (QR codes) will be distributed to parents. Everyone (P1 - P6) in school will receive two QR Codes – one for a 'Family app' and one for the individual 'Class App.' Every parent in school should register for both the 'Family App' and 'Class App' unless they are not giving consent.

Once consent has been received by a parent, the teacher will then set up their G Suite/Seesaw Accounts for their own class ('Class App' & Google Classroom) and follow the guidelines and instructions given by the school.

Pupils and teachers can then add examples of learning, like photos, videos, or drawings and pupils can also add voice, text or drawing annotations to an item. Teachers can approve new journal items/assignments etc. uploaded by pupils which can then be shared with parents/carers via the online platforms.

Teachers can also use the online platforms to post spelling words, useful web-links, and information about pupil achievement or to message parents about whole class reminders.

Drumahoe Primary School staff will only respond to external messages from parents/carers sent through the online platforms as outlined below and communication also continues to be carried out via the teacher's email address or through the School Office (71302284).

Should anything be unclear in the work that is set, parents can communicate with the class teachers via the online platforms or C2K email and follow the advice/guidance.

General Guidance on Using Seesaw (P1-P6) & Google Classroom (P7)

These two online platforms will be the main forums for communication between school and home during the pandemic. Teachers will post work and or important messages as the need arises.

We don't want our online platforms to dominate home life or a teacher's daily routine so it is important to set time boundaries when replying to parental queries. The SMT recommendations to teachers are as follows:

- Ensure each P7 pupil's parent has signed up to G Suite child and that each P1-P6 pupil has at least one parent signed up and is accessing Seesaw. Send reminder QR codes and if this fails, let your Key Stage Co-Ordinator know and she will contact the parent to ascertain the reason.

  N.B. We are aware that some children's parents, due to legal requirements have permission for both to be included in all correspondences, so we will try and ensure that both are given the information for signing up to the app. Please contact the School Office if this has not been the case.

- Teachers will endeavour to reply to communication between 08:30 - 09:00 each morning (if applicable) and during the allocated 'directed time' periods as per the 'Teachers Time Budgets' for each afternoon;
- We have recommended teachers to avoid checking Seesaw/Google Classroom in the evenings (after 16:00) and at weekends;
- If a parent sends a message of complaint, the teacher will discuss this with a member of SMT before. A phone call will be made to the parent to try and resolve the issue promptly;
- The school will decide as a Year Group/Key Stage what is an appropriate amount of items to post each week. We are aware some Key Stage/teachers might use Seesaw/Google Classroom to a high level and this is acceptable, but this does not mean everyone has to follow their lead.

Parental Guidance:

- Encourage and support your children's work, including finding an appropriate place to work and, to the best of their ability;
- Support pupils with their work by encouraging them to work with good levels of concentration;
- Talk to your children about appropriate icons/images to use for their profile picture. The school recommends children to use a profile photo only of their face, a pet, or their initials;
- Parents should only contact the teacher if they have a specific issue re. an educational/pastoral/safeguarding issue;
- When face to face teaching, teachers will not be available on Seesaw/Google Classroom from 8:30 – 13:45 (P1 & P2), 09:00-14:15 (P3), 09:00-14:30 (P4) & 09:00-15:00 (P5-P7). Teachers will be carrying out their teaching duties for the day during this period;
- If you send a message to the teacher, they may not see it as they will be working with children throughout the day and may miss the message. An email or a telephone call to the Office (028-71302284) might be a better method of communication during the day.
- It has been recommended to teachers not to use Seesaw/Google Classroom after 16:00 each day during normal teaching days;
- Every effort will be made by staff to ensure that work is set promptly on appropriate platforms but the school cannot guarantee that the chosen platforms will work on all devices. If this is the case contact your child's teacher to try and reach a solution;
- Should accessing work be an issue, parents should contact school promptly and alternative solutions may be available. These will be discussed on a case-by-case basis;
- Anyone who does not have sufficient access to a digital device or WiFi should contact the Office (028-71302284 or hglenn520@c2kne.net) for a 'Loan Device' application pro-forma.

  N.B. Parents <u>SHOULD NOT</u> screenshot or share any information on social media or any other platform outside of Seesaw/Google Classroom.

Guidelines for Children using Seesaw/Google Classroom:

- Post your work in a responsible and sensible manner and don't tag anyone else in your work;
- Do not change your name or any of your details which have been set up by your teachers;
- Your profile picture can only be your initials, a screenshot of only your face or a pet;
- Tell an adult straight away if you have any problems with the online platform;
- Do not give your sign-in details to anyone except for parents/carers;
- Only post pictures of your homework sheets or Seesaw/Google Classroom activities unless instructed otherwise by the teacher;
- If you have to take a photo or video for your homework, please do it in a room with your parents/carers present;
- Show your homework to your parents/carers before you send it to your teachers;
- Content on Seesaw/Google Classroom is not be shared on any other apps or on social media.
- Any action that doesn't follow the guidelines will result in Parents/Carers being contacted.
- If you need to contact the teacher, it should be made clear which subject area the query relates to and exactly what the issue is;
- Please understand that these platforms are not a 'chat room facility' and any query should be in relation to the education/work set/pastoral care/safeguarding of the pupils;
- Do not send messages, photos, videos etc. to the teacher that are not related to the learning tasks set;
- Teachers will not respond messages that are not connected to your child's educational/pastoral/safeguarding issues;
- Written work that children complete at home should be kept safe, ideally in the pupil's home learning folder, and can be brought back to school when safe to do so;
- Attempt to make use of the resources shared;

Over time, the online platforms build an organised, digital portfolio of each pupil's learning, accessible via iOS app or on the web. It is not shared with anyone else as each child has their own individual unique journal. Drumahoe P.S. will use Seesaw/Google Classroom to keep in touch with both children and parents both during term-time and also during periods where the school may be shut such as 'lockdown/circuit breaker'. Teachers can post work, comment on submitted work and also leave messages for the whole class within the website. Seesaw/Google Classroom will be used to set class activities such as homework.

Possible Recommendations for Items to Post

- Videos for teaching certain aspects of the curriculum eg. new Numeracy focus and or phonics (teachers could take turns to produce these pre-recorded videos)
- Samples of a child's work to showcase good practice;
- Photos of a new class display
- Monday Update/Timetable of work for the week -English, Maths and Topic for pupils self-isolating;
- Weekly Newsletter – Friday;
- Class Assembly – Tuesday as per this year – POTW, Birthdays, Weather etc.
- Writer of the Week, Maths Thinker of the Week;
- 'Shout-Outs' for outside achievements;
- Quizzes re. formative assessment – use of 'Quizlet' or 'Kahoot'.
- Photos of the Pupil of the Week/Birthday Pupils/Star Worker/Marvellous Mathematicians /Literacy Legends etc.
- Samples of something a child has done that shows that he/she has, "Gone Above and Beyond."

Setting work – Seesaw

Use the Activity tool to set work. Work will be clearly shown under the Activity Tool. Work will be set to the default of whole class but individual tailored activities can be set for children with additional

needs who may struggle to access the whole class learning. Activities can be set in advance and dates/times added for when to post to complete them. Once activities have been submitted, Seesaw will automatically remove the activity from each child's activity stream notifications.

Setting work – Google Classroom

Materials, assignments and instructions will be set on each class's Classroom page. This will be differentiated for individual children or groups of children and assigned accordingly.

Teachers may:

- ➢ set a variety of work such as photos, videos or internet links. The links will be checked in advance and be to age-appropriate content;
- ➢ provide instructions to explain to the children how to complete each activity;
- ➢ set worksheets as pdfs or photos. These are inserted into Seesaw's drawing tool which allows children to respond by text, drawing, voice or by up-loading photos of their work;
- ➢ may include further instructions as to how to download content from the website by including a link. The children can then print and upload a photo of their work via the app's camera tool.
- ➢ notify children how they will be responding to the work within the written instruction.

Responding to work - Subject Feedback

Feedback/Marking will be provided promptly and is most effective when it is given immediately, rather than a few days, weeks, or months down the line. Giving regular feedback when working remotely can:

- • keep pupils motivated and enthusiastic about their learning;
- • give pupils a sense that work is being looked at, so they keep sharing it;
- • keep channels of communication open so pupils and their families feel part of the school community;
- • enhance pupil learning allowing schools to provide the best possible education in the circumstances.

Seesaw - Teachers:

- ➢ may approve work so the children are alerted that it has been submitted;
- ➢ may 'like' the work by clicking on the heart;
- ➢ may mark the submitted work by clicking on the three dots (…) and clicking Edit and using either the pencil/felt tip tool to draw ticks, highlighter to identify gaps or errors, text tool to add a written response or voice response to give a more personal feedback;
- ➢ may 'check-in' on Seesaw during the working day if possible.

Google Classroom - Teachers:

- ➢ may give individual feedback using "Add private comment" button beside assigned piece of work or general comments using "Class comment" button. Children will not be able to read private comments sent to other children by the teacher
- ➢ will disable the feature of children being able to communicate or "chat" to each other under "Settings."

Children should:

- ➢ use the 'Add Response' Seesaw tool to submit their work – this allows Seesaw to recognise that they have completed it;
- ➢ use the "Turn in" button in Google Classroom if the task requires this;
- ➢ follow the online safety rules and only use the 'Class Seesaw App & Google Classroom' for school work.
- ➢ report to an adult if they come across any unsafe content;
- ➢ follow the safe use of a computer, website and any linked learning.

Parents should:

- ➢ ensure that appropriate firewalls and age restrictions are set on home computers;
- ➢ ensure that computer use is regularly monitored;
- ➢ ensure that communication is kept to a professional level;
- ➢ ensure that submitted work is clearly photographed to enable a teacher to mark it.

The school's Homework Policy for the 2020-2021 Academic Year has had to be revised due to restrictions in line with DE advice and guidance re. COVID-19.

The attached 'Homework Policy - COVID-19 Addendum' outlines the school's revised guidance in relation to homework for P1-P7 until further notice.