ST BEDE'S
CATHOLIC PRIMARY SCHOOL

Seesaw Acceptable Use Policy

September 2026

Statement of intent

St. Bede's Catholic Primary School uses the commercial platform Seesaw to allow the school and pupils to engage with parents and carers to create and 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 which works best for them
- Creates a meaningful home-school connection so that parents and carers can better support their child's learning.

We hope that by using these apps we can include families in the learning process by inviting them to view updates to their child's Seesaw journal. The school recognises the numerous benefits and opportunities which an online communication and learning platform offers. Staff, parents/carers and pupils are actively encouraged to find creative ways to use these platforms. However, there are some risks associated with their use.

This policy sets out clear procedures for how we expect staff, parents and pupils to conduct themselves on Seesaw.

Legal framework

1.1 This document has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Data Protection Act 2018
- The General Data Protection Regulation 2018
- Protection of Freedoms Act 2012

1.2 This document operates in conjunction with the following school policies:

- Complaints Procedure Policy
- Social Media Policy
- Online Safety Policy
- Anti-bullying Policy
- Child Protection Policy
- Acceptable Use Policy

Roles and responsibilities

1.3. The **governing body** is responsible for:

- Ensuring that this policy is effective and complies with relevant laws and statutory guidance.
- Ensuring the DSL's remit covers online safety.
- Reviewing this policy on a three yearly basis
- Ensuring their own knowledge of online safety issues is up-to-date.
- Ensuring all staff undergo safeguarding and child protection training (including online safety) at induction.

1.4 The **headteacher** is responsible for:

- Ensuring all staff receive regular training on the acceptable use of online digital portfolios and parent communication protocols
- Supporting the DSL and any deputies by ensuring they have enough time and resources to carry out their responsibilities in relation to online safety.
- Ensuring staff receive regular, up-to-date and appropriate online safety training and information as part of their induction and safeguarding training.
- Ensuring online safety practices are audited and evaluated.
- Organising engagement with parents to keep them up-to-date with current online safety issues and how the school is keeping pupils safe.

1.5 The **DSL and DDSL** are responsible for:

- Taking the lead responsibility for online safety in the school.
- Acting as the named point of contact within the school on all online safeguarding issues.
- Undertaking training so they understand the risks associated with online safety and can recognise additional risks that pupils with SEND face online.
- Liaising with relevant members of staff on online safety matters, e.g. the SENCO and ICT technicians.

- Ensuring online safety is recognised as part of the school's safeguarding responsibilities and that a coordinated approach is implemented.
- Ensuring safeguarding is considered in the school's approach to remote learning.
- Ensuring appropriate referrals are made to external agencies, as required.
- Establishing a procedure for reporting online safety incidents and inappropriate internet use, both by pupils and staff.
- Ensuring all members of the school community understand the reporting procedure.
- Maintaining records of reported online safety concerns as well as the actions taken in response to concerns.

1.6. The **DPO** is responsible for:

- Overseeing that all school-owned electronic devices used for remote learning have adequate anti-virus software and malware protection.
- Ensuring all staff, parents, and pupils are aware of the data protection principles outlined in the GDPR.
- Ensuring that Seesaw is compliant with the GDPR and the Data Protection Act 2018.

1.7 **ICT technicians** are responsible for:

- Providing technical support in the development and implementation of the school's use of online apps for digital learning and parental communication.
- Implementing appropriate security measures as directed by the headteacher.
- Ensuring that the school's filtering and monitoring systems are updated as appropriate.

1.7 **All staff members** are responsible for:

- Taking responsibility for the security of ICT systems and electronic data they use or have access to.
- Modelling good online behaviours.
- Maintaining a professional level of conduct in their personal use of technology.
- Having an awareness of online safety issues.
- Reporting concerns in line with the school's reporting procedure.
- Where relevant to their role, ensuring online safety is embedded in their teaching of the curriculum.
- Ensuring consent from parents for the use of Seesaw and photographs of children has been gained
- Ensuring that all photographs of children uploaded have consent to be used
- Ensure all families can access Seesaw
- Ensure that they adhere to the online safety policy at all times
- Ensure that Seesaw is not used on a personal device

1.8. **Parents** are responsible for:

- Completing a consent form for the use of Seesaw
- Ensuring they have connected to their child's Seesaw account
- Ensuring they regularly check the account for announcements from the class teacher
- Reporting any technical issues to the school as soon as possible.

- Ensuring that they only use Seesaw for communication about their child's learning. Any other issues should be directed to the school office email.

Pupils are responsible for:

- Adhering to this policy, the Acceptable Use Agreement and other relevant policies.
- Seeking help from school staff if they are concerned about something they or a peer has experienced online.
- Reporting online safety incidents and concerns in line with the procedures within this policy.

Use of the Seesaw Online Learning Journal

- The Seesaw Family app will be used for documenting each child's learning in school and will include items such as:

– Photos
– Drawings,
– Notes
– Pdf documents.
– Voice recordings
– Videos

- The Seesaw Class app is a tool used for documenting a child's home learning. Parents and children can upload the following to document the child's learning at home. This can include:

– Photos
– Drawings,
– Notes
– Pdf documents.
– Voice recordings
– Videos

- Parents can make specific comments on the child's learning enhancing and adding to the learning conversation.
- Teachers will be aware of pressure upon parents when posting examples of work.
- Seesaw will not be used by teachers in school holidays.

Communication via Seesaw

- The Seesaw family app will be used a method of communicating with parents. This can be whole class announcements such as reminders, but can also be an individual parent to teacher communication tool.
- Staff will only communicate with parents within the working day **8am-6pm**. Whilst we appreciate that parents may use the apps at any other time, staff will not respond outside of these hours.
    a. When a post is to 'everyone' it must be remembered that everyone can see the comments.

b. Private messages, about an individual child's learning, between a teacher and parent must be conducted via the inbox facility.
c. Seesaw is not the place for concerns or complaints to be shared with staff. This should be done via the official school email.
d. The school expects parents to use Seesaw for purposes beneficial to the learning of their child and the school, and will not accept any of the following behaviour:

- Sending abusive messages to fellow parents
- Sending abusive messages about members of staff, parents or the school
- Sending abusive messages to members of staff
- Sending frequent messages to members of staff
- The school does not condone parents sending frequent and unimportant messages to staff. Parents should understand that staff should never be contacted outside of working hours.
- If parents wish to talk to staff, parents should arrange a meeting with the teacher by emailing the school office.
- The school does not condone parents sending frequent and unimportant messages to staff. Parents should understand that staff should never be contacted outside of working hours.
- Should any problems arise from contact through Seesaw, the school will act quickly by contacting parents directly, to stop any issues continuing.
- If a parent feels that a member of staff has acted inappropriately in their use of the apps then they should contact the head teacher to discuss their concerns.

This guide should be read in conjunction with the school's Social Media Policy.