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Headteacher: Mrs Sharon Irwin

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Dear Parents / Carers

Remote Learning - Seesaw and Teams Updates, Online Safety and Privacy Notices

To further develop our remote learning during this latest lockdown, we will use Seesaw and Microsoft Teams as our learning platforms. In order to ensure that you are aware of the privacy settings, online safety and safeguarding protocols for using the platforms, the following information has been collated for you. I am aware that you have received a significant amount of information over the last few days, but please can you take the time to read the following information when you get the chance. You will be asked to confirm that you have read the information - details at the end of the letter. Many thanks in advance for doing so.

Seesaw - Seesaw (<http://seesaw.me>) is a secure online journal where students can document and reflect on what they are learning. Your child is able to add a range of learning responses (including ideas, videos, worksheets, drawings and voice recordings) to their Seesaw journal. Class teachers will allocate time to regularly review and feedback to the pupils about their work. The system is very secure and the range of privacy settings are detailed below.

In order for your child to use Seesaw, the app uses their name so that they are able to associate work, add 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>.

Seesaw's Privacy Declaration

- Protecting everyone's privacy is fundamental to Seesaw's mission and business
- Seesaw will never sell your data or student data.
- They will never advertise in Seesaw.
- The content you add to Seesaw is not owned by them.
- Student work is private to the classroom by default.
- Seesaw uses the latest security industry best practices to protect you.
- Seesaw are transparent about our practices and will notify you if things change.

Seesaw's mission is to create an environment where students can be their best. To accomplish this goal, it's essential that Seesaw is a safe place for students to document their learning, and that families and teachers are in complete control over how that information is shared. I am also able to review each class's learning and I am already incredibly proud to see what the children have been learning over the last couple of days. There are many amazing contributions so thank you to everyone for all your hard work as you once again get used to this new way of working.

Microsoft Teams - Using Microsoft Teams is another part of our remote learning plan which we have already used with our virtual parents' evenings last term. Microsoft Teams is an accredited government funded platform provided to school as a secure way to ensure that all children can continue learning at home. **Although this is a secure online system, it is the parent's responsibility to ensure that your child is supervised whilst using Microsoft Teams please and any other online learning, so that internet safety guidelines are being followed at all times.**



Through the school's Microsoft Teams login, you and your child will only be able to access the school platform created by the class teacher. No other Microsoft Teams groups can be created using your child's login.

To ensure the safeguarding of all, please note that there will always be two members of staff present when live sessions are provided. Teachers can use Microsoft Teams to send announcements to entire classes, share resources, lesson notes, inputs, diagrams, and home learning. It is a free resource that can be accessed from any device connected to the internet - laptops, desktop computers, tablets or mobile phones. Microsoft's Privacy declaration can be found at <https://privacy.microsoft.com/en-gb/privacystatement>.

Online Safety and Safeguarding Protocols for Parents and Carers

Safeguarding

- All the rules for safe, professional behaviour that apply at school still apply online
- All teachers have been given advice about delivering remote lessons safely
- All our teachers have been safely recruited, have up-to-date training, have undergone enhanced DBS checks and are experienced professionals
- Teachers can mute participants and end the lesson at any time and have been instructed to end immediately if anything happens that they feel uncomfortable about
- If anything happens that you as a parent feel uncomfortable about you should report it to Mrs Irwin or Mrs Rolling please.



To ensure that remote learning runs smoothly and keeps the children safe online, please can we ask parents and carers to follow the protocols below:

- Make sure your child understands and is aware of the guidelines for being safe online
- Supervise your child's internet use and online learning - please make sure you are aware of what they have been asked to do and the websites they need to access.
- Make sure you know who your child is talking to or messaging.
- Please ensure that there is **no recording, taking photos or sharing of the sessions**
- In line with our school values, the children will be polite and always show good behaviour and respect.

Guidelines for Video Calls and Video lessons

- The parent or carer must make sure their child and other members of the household are aware the video call / lesson is happening,
- Staff, children and other members of the household must wear suitable clothing please.
- Devices used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background (please be aware of any personal information not being visible in the background).
- Language must be professional and appropriate, including any family members in the background.
- The same expectations apply for remote teaching and conversations as normal school conduct.
- Staff will only ever video call / arrange live lessons with pupils with prior agreement. This will always be at a pre-arranged time. The times of all video calls and lessons will be published on the weekly timetable and will be logged.
- Two members of staff will always be present for any live sessions with groups and whole classes.
- A parent or carer must stay in the room throughout the session.

Group Live Sessions

- If your child takes part in a group video conversation, they can be seen by the teacher and other pupils that are part of the conversation.

- Parents will need to give consent to the class teacher for their child to be part of a group video session by accepting the invite to the session.
- If the teacher has any concerns about children (or other members of the household) using unsuitable language, dress, location etc the conversation will be ended and concerns will be recorded and passed to the Headteacher or Assistant Headteacher.
- Live classes must be kept to a reasonable length of time and will only take place during normal lesson times.
- Two members of staff will always be present for any group live sessions.
- A parent or carer must stay in the room throughout the session.

1:1 Video Conversations:

- Staff will only ever video call a pupil with prior agreement with parents and the Headteacher or Assistant Headteacher.
- This will be at a pre-arranged time and day.
- The staff member will speak first with the parent or carer to check they are aware of the call. The parent or carer must stay in the room throughout the session.

Online safety - We will send out online safety resources as a support for parents. The SMART targets that we use in school can be seen here. : <https://www.childnet.com/resources/be-smart-online>

Parent / Carer Responses - As part of our General Data Protection Regulations (GDPR), could you please email Mrs Laslett at r.laslett@oxspringprimary.co.uk by Monday 11th January to say that you have 'read, understand and agree to the privacy notices, online safety protocols and access to Seesaw and Teams sessions for your child / children during this period of lockdown'. Many thanks.

Finally, if you do not have the technology to support your child with the latest remote learning expectations, please do contact the school office as soon as possible so that we can arrange support for you. Please also let us know if you are using mobile data and it is costing you a significant amount of money as there is possibly government support available for you. Please also do get in touch if you have any issues with using Seesaw or Teams and the staff or our IT Technician will offer advice and support.

Do be kind to yourselves when supporting your child / children with their remote learning as we are fully aware of the significant pressures that this new lockdown will bring. Remember that you are doing an amazing job! Thank you as always for everything that you do.

Take care and stay safe and well.

Warmest regards

Sharon Irwin