Scoil Naomh Iósaf

Principal: *Dr. Mairead Hennessy*

Deputy Principal: *Ms. Carmel Doyle (M.Ed)*

Email: principal@snibaltinglass.ie   **Phone:** 0596481083

Secretary: *Ms. Rachel Fennell*

26th March 2020

Dear parents and families,

As you are aware, the Department of Education has extended the school closure until April 20th at the earliest. The staff of Scoil Naomh Iósaf hope our pupils and families are continuing to stay healthy and well in these unprecedented times. The staff have been meeting via Zoom to discuss pupil well-being and learning and how we can support the pupils over the next few weeks.

The teachers at SNI will be setting up and using an online learning app called Seesaw to support home learning in the coming week. Teachers can use Seesaw to check in with their class, create and upload activities for pupils to engage in and can comment on work pupils have done. Pupils create a digital portfolio of their work using creative tools to take pictures of what they have done, draw, record videos and upload work they have completed. Children will be able to share their own work with their teacher but will not be able to view or access other pupils work on the home learning platform. Visit https://web.seesaw.me/parents to watch a video about seesaw for parents.

Children can use a laptop, tablet or phone to log in with the supervision of their parent as appropriate. Each parent will be given a unique home learning code and can log their child into the app using this code. The code and instructions for logging in will be emailed to you by your child's teacher on Monday March 30th. When pupils are logged in, they will be able to view announcements from their teachers, complete activities and send completed work back to their teachers. Seesaw is very easy for children to use and parents can supervise and/or view the work the pupil is doing and sending to their teacher.

Initially, there will be a small number of tasks to allow children become familiar with the app. Children may be asked to send a photo of work they have done in their copies or workbooks, record themselves reading or complete worksheets online. Teachers will be able to view their work and leave feedback comments. As mentioned above, the content is private and can only be viewed by the child and their teacher. As this platform is completely new to children, parents and teachers, it will take time for everyone to familiarise themselves with the app. We are hoping that this will be a support for parents who are trying to help their children learn at home.

Parental consent is required for pupils to use Seesaw. If pupils were in school, the Principal would issue a consent from for pupils to sign. Please see the consent form at the end of this letter which will be given on their return to school. In the interim, I am requesting that parents contact the Principal at principal@snibaltinglass.ie if you **do not** wish your child/ren to engage in home learning with Seesaw. By logging your child into Seesaw using their unique code to access the

home learning app, you are giving your consent for your child to use the home learning platform during the school closure period.

Seesaw is fully compliant the European Union General Data Protection Regulation (GDPR). When SNI creates a class account, Seesaw collects the pupil's name, parent email address and any content that is added to a class or pupil's journal (comments, drawings, notes, completed work etc.). The purpose of collecting this data is to enable pupils to log in, access work, comments and activities from the teacher and create their own digital portfolio of work. Student work is private to the classroom by default and is not owned or accessed by Seesaw. Visit their Privacy Centre for more details: https://web.seesaw.me/privacy

The online learning app will not be a teaching platform and will not replicate the school day. In the absence of face-to-face learning, it is simply a means for pupils to communicate with and to share work with their teacher. It provides an opportunity for teachers to communicate with their class, post work for pupils to engage with and complete, and to provide feedback to pupils on their work. **Children should engage with the activities at their own pace and at a time that suits them and their family.**

As I mentioned in my previous letter, the staff at SNI are aware that many parents are working from home, cooking meals for families and ensuring their children and extended family are cared for. Many people have other more important worries and we are aware of that also. Health, happiness and well-being are so important and everyone is doing their best. Hopefully, you will find Seesaw a useful support for the children's home learning.

We hope that your child will enjoy using Seesaw to document and share their home learning while the school is closed.
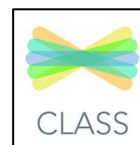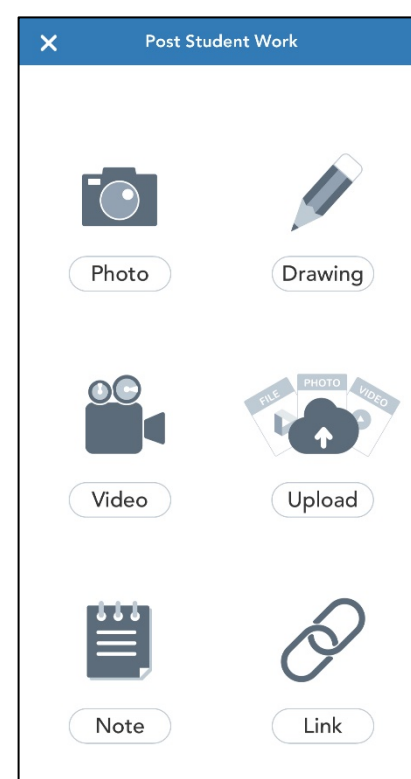
Kind regards,

Mairead Hennessy

Please find the '**Tips for Pupils and Parents on How to Use the Seesaw Class App'** and the **Parental Consent Form** on the pages below.

Thank you.

Tips for Pupils and Parents on How to Use the Seesaw Class App:

1. There are three sections at the bottom of the screen. Journal, Activities and Inbox.
2. Announcements from the teacher to the whole class will be shared in the inbox. The inbox also has a notification section where you can see if work has been set or if the teacher has commented on or liked student work.
3. Check the Journal and Activities section for work from the teacher.
4. The children will see images of the work posted on the screen.
5. To complete a worksheet in the journal section: Click on the three dots at the bottom of a worksheet. Click on 'Edit item' to access the drawing tools. Here children can choose from a range of tools such as a pencil, marker, highlighter and rubber. If using a phone or tablet children can draw on the worksheet. If they make a mistake, they can use the undo button or use the rubber to rub out. When finished the task, click on the green tick at the top of the screen. This will send the work to the teacher for approval.
6. The teacher may ask children to post a picture of work they have already completed at home. To do this, children click on the **green +** at the top corner of the screen. There, they can add a photo, a drawing, a video, upload a file, write a note or share a link. Click on the icon you wish to use as shown to the right. In the notes section, children can record an audio of themselves reading. Older children can type sentences and stories in the notes section. They can also use the video option to tell the teacher about their work.
7. Children can take photos to show the teacher pictures of the project work or copy work that they have already completed. Click the **green +** sign and take a picture of the work. Click on the green tick to send the work to the teacher.

Parental Consent Form for Seesaw

Dear Parents,

I am delighted to share with you that this school year our class will be using Seesaw (http://seesaw.me), a secure online journal where pupils can document and reflect on what they are learning in class. Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you and other family members to view and comment on throughout the school year.

In order for your child to use Seesaw, the app needs your child's name in order to be able to associate work like their 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.

Under an EU law called the General Data Protection Regulation (GDPR), in order for your child to use Seesaw, the school must get your consent. For more information on GDPR, please visit https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens.

I hope that your child will enjoy using Seesaw to document and share their learning this year. Please sign below and return this permission slip so that your child can use Seesaw.

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Please sign below and return the form.

I give consent for my child, listed below, to use Seesaw for class activities and for home learning.

Pupil Name: _____

Parent Printed Name: _____

Parent Signature: _____ Date: _____