



Our Lady Help of Christians Catholic Primary School

Digital Portfolio Policy

Child Safety at Our Lady Help of Christians Catholic Primary School - *We are committed to ensuring the safety and wellbeing of our students, staff, and volunteers. As part of this commitment we have implemented the [Victorian Child Safe Standards](#) to help protect children and young people under the age of 18 from child abuse and neglect, including cultural safety for Indigenous children and those from culturally and linguistically diverse backgrounds, and children with a disability.*

PURPOSE: At Our Lady Help of Christians School we aim to provide parents with real-time, multi-modal and accurate reflections of their child's learning progress. We encourage partnerships where students, parents and teachers can share student progress. This is an avenue to promote parent engagement in learning.



IMPLEMENTATION:

- Seesaw Administrators need to set up class accounts and add new students.
- Family access will roll over from year to year, but teachers will need to invite all new families.
- Parents use the Seesaw Family app on their chosen device to access their child's learning via the individual QR code. Parents will only have access to their child's journal.
- Teachers enable likes and comments by parents on posts. Teachers must turn ON the 'new comments require approval' tab.
- Teachers post learning samples frequently for each child. Across the term, these posts will cover all areas of the curriculum.
- Specialist teachers will post one learning sample per term, per child.
- LSOs can support students to upload their learning.
- P-2 classroom teachers will usually use a device to post on behalf of the students. In 3-6 classroom teachers or students will access the website to post. All posts need to be approved by the teacher before being available for parents to access.

GUIDELINES FOR TEACHERS:

Teachers will...
<ul style="list-style-type: none">• Post a learning sample once a week per child. Have a checklist to ensure you have posted for each child and what curriculum area.• Seesaw Digital Portfolio folder in Teacher Shared• As a level team - discuss and plan what curriculum area/learning activity you will post each week.

Please include a descriptor (using the 'caption' tool) about the learning and a learning intention. Use a question to prompt parent discussion with the child. (See below for examples).

- Teachers may post extra learning experiences where applicable (e.g. excursions, Book Week, special events photo). Please ensure you agree on this as a level. These posts do not replace the individual learning samples for that week.
- Teachers have flexibility to decide when they post across the week. (E.g. You could record at different times across the week and post all on Friday. Or, I could post for five students each day, etc)
- Posts should be an accurate reflection of student ability at that moment. Learning samples do not have to be 'correct' or 'perfect' - they should be a true reflection. You may want to add a caption or comment explaining "(child) was able to.....but found it difficult to / the next step is / they are working on"

POST SUGGESTIONS

(This is a work in progress as we learn more about the program and become more familiar with how we can use it)

P - 2	<ul style="list-style-type: none"> - Video of student during guided reading demonstrating a skill - Pictures of handwritten writing samples. You could record the student reading or explaining their learning, or discuss editing or writing goal - Photos of students using hands-on materials to demonstrate their learning or a skill (e.g. making a number with bundles of icypole sticks) - Videos sharing their wonderings and discoveries. - Seesaw activities completed online.
3 - 6	<ul style="list-style-type: none"> - Video of student during guided reading responding to questions or prompts/comprehension - Students upload Google Docs of their learning. Students are to add a caption to explain the focus, goal or learning from this task. - Video or photo of students solving a math problem and explaining their thinking or reasoning. - Video sharing wonderings and discoveries.

Evaluation:

This Policy/Statement will be evaluated in accordance with the School Improvement Plan under the sphere of Learning and Teaching and in accordance with [The Victorian Curriculum](#).