Ickworth Park Primary School

Class Dojo Usage

October 2022

Introduction

1.1 ClassDojo is an online tool which offers many useful features including: behaviour management, parent/carer and teacher communication as well as class/school newsfeeds. Ickworth Park Primary will use ClassDojo for all of these features.

1.2 ClassDojo is free and works on any iOS/Android/Kindle Fire device or web browser. Parents/carers can also read all Class Story posts in their preferred language instantly.

1.3 In order for the system to work efficiently and effectively, this document will highlight the stipulations around use from teachers and parents/carers in order to keep ClassDojo as a positive tool.

1.4 These stipulations will be reviewed annually to reflect the values of the school.

1.5 ClassDojo is compliant with the GDPR and parents/carers give permission for the school to process their child's data on the system when they complete the data processing consent form. All information on ClassDojo is private between teachers, parents/carers and students. Information is never sold and ClassDojo permanently deletes students' personal information when they stop using ClassDojo. Teachers, parents and students can always access and delete their information at any time.

How does Class Dojo work?

2.1 We use the ClassDojo App to communicate securely with parents/carers about their children online. The app offers a Facebook style interface which manages the flow of frequent information from school to home.

2.2 Parents/carers are sent a passcode which connects them to their child's account - we use ClassDojo from Reception all the way through to Year 6.

2.3 Pupils will have the opportunity to login to their own area of ClassDojo and change their avatar (monster) as well as view their points. Please note, children do not have access to use messaging services through ClassDojo.

2.4 It provides an easy way for you to join the conversation. It is secure and personal to our school and provides information in an easy-to-use format.

2.5 We will use ClassDojo to keep in touch with you about school events, send reminders, send celebratory messages about learning and community activities.

Class Dojo has four main elements that we will be using:

• **Digital Sticker points** - Pupils will collect Dojo points from staff members when they show positive behaviours linked to our school values and school rules.

• **Class Story** - general class news and celebrations, reminders, updates and examples of work and learning from in the class.

• **School Story** - news from across the school, on the day it happens, informing you about whole school events, sporting results and other whole school information and updates.

• **Portfolios** – pupil portfolios will be used to upload work from in class and for pupils to upload learning from home. Portfolios will be the main platform used should there be a school closure.

Parents/Carers and ClassDojo:

ClassDojo is only available to parents/carers and children registered at the school. Parents/carers are reminded that they should not take images from ClassDojo and post them elsewhere online. What is posted in Dojo stays in Dojo. Breaching this requirement will lead to account suspension.

3.1 If parents/carers sign up to use ClassDojo, then they have accepted in full to the use of ClassDojo.

3.2 Parents/carers can use a generated invite code in order to link with their child's class, either through the use of the smart phone app or website.

3.3 Only parents/carers will be given access codes to ClassDojo. It is expected that up to two parents will be linked to a child's account; any additional adults will only be accepted in special circumstances.

3.4 Parents/carers can view their child's points total and story feed. They can like posts and can also message their child's class teacher.

3.5 Parents/carers can message teachers; however, a response will only be given during the hours of 8am – 5pm Monday-Friday as the rest of the time teachers are set on 'quiet time'.

3.6 Parents should always message the class teacher in the first instance if the matter relates to in class routines and issues. The class teacher will then inform you of who to contact if they cannot help.

3.7 Parents/carers should be aware that teachers will not necessarily respond to messages straight away, but will endeavour to do so within 48 hours during working days only. They may also not read the message that you have sent until the end of the day due to their teaching commitments.

3.8 Parents/carers should be aware that an immediate response cannot be expected, as the main priority of staff is to teach, and a response will be given as soon as possible, during the working hours.

3.9 Parents/carers should not use this messaging tool to enquire about the progress of their child on any level, but can use it to arrange a meeting with class teachers to discuss any questions they may have.

3.10 The following matters should **not** be addressed to the class teacher. They should always go through the main office:
• Absence (such as medical appointments or medical results).
• Sickness.
• School dinner enquiries.
• Complaints.
• Urgent messages (e.g. collection of children).
• Safeguarding concerns.

3.11 Information that is sensitive and private should only be sent to the teacher via the private messaging platform and remain confidential.

3.12 If parents/carers do not wish for their child's photographs, digital recordings or work samples to be published on ClassDojo they must indicate so on the ClassDojo Permission Form (available from the school office if not already submitted).

3.13 Parents/carers cannot share photographs, messages or work samples published on ClassDojo on their personal social media accounts due to a breach of privacy. Parents/carers who share private or confidential material or information may be removed from ClassDojo.

3.14 Parents/carers will recognise that ClassDojo is a means to share positive understandings of classroom and whole school learning. It should not be used to compare students work samples, digital recordings or photographs.

3.15 Parents/carers will understand that the number of posts will not be consistent from week to week and will be dependent on events that are happening in school. The number and content of posts may also differ across year groups.

Parents/carers who do not use the messaging system correctly will be given one warning before being taken off ClassDojo.

Teachers and ClassDojo:

4.1 Staff should be aware of the working hours (Monday-Friday 8am to 5pm) surrounding ClassDojo and that parents/carers may message outside of these times. Teachers are asked to refrain from checking their messages outside of these working hours, as they will be marked as seen and this can be viewed by parents/carers.

4.2 Should teachers receive any messages which they find inappropriate, they should see their line manager as soon as possible.

4.3 Should a staff member be unable to answer a question via the messaging system, they can ask the parent to phone the school directly.

4.4 Any messages which refer to absences, sickness, progress etc, should be directed to the school office with a brief message.

4.5 Teachers and support staff are encouraged to post updates on their class page- the amount is at your discretion and may include regular reminder posts about PE days/homework deadlines and other important class events such as trips or assemblies. In addition, celebrations of work should be shared either individually to parents/carers or via the class page.

4.6 Teachers and support staff will regularly share messages and work samples via the Class Story page that promote positive understandings of class and whole school learning.

4.7 Teachers and support staff will only use the first names of the children when posting pictures or messages on ClassDojo (and may, on occasions, use the first initial of a child's surname also if there is more than one child that shares the same first name within that class).

4.8 Teachers and support staff will only reply to messages that they receive from parents of children within their class. They will ignore any messages received that do not follow this rule.

4.9 Information that is considered sensitive or private will be communicated with parents/carers **only** via the private messaging platform, not through Class Story or Student Story.

4.10 All users of Class Dojo are to make themselves fully aware of the children who are in LA care or who do not have permission to have their photographs shared on websites and social media from the school. Teachers will share photos, digital recordings, messages and work samples only for students whose parents/carers have given written permission that this information can be shared.

4.11 All staff cannot share content published on ClassDojo on their personal social media accounts due to a breach of privacy.

4.12 It is not expected that you will need the app on your mobile device, please be mindful of the impact this may have on your personal time if you do decide to have the app on your mobile device.

4.13 ClassDojo is the responsibility of the class teacher and only the class should post on the class story. If the class teacher is on sick or long-term leave, the responsibility will be passed to another member of staff.

Using ClassDojo for homework:
Homework might be set via Classdojo to enable the children to complete the work either on their device or upload photos.

5.1 Teachers and/or support staff will upload homework to be completed outside of school at home.

5.2 Teachers and/or staff will comment, like or return work to pupils once it has been completed. Work may not always be marked straight away due to other teaching commitments or availability.

5.3 Any queries regarding homework can be communicated to the class teacher. Teachers will respond within working hours to these messages.

Using ClassDojo for home learning:
In the event of a school or class closure, ClassDojo will be used as a platform for home learning.

6.1 Teachers and/or staff will take morning registers through posts on class story. Children are expected to comment to show their attendance. Those who do not attend will be marked as absent and contacted by the school.

6.2 Teachers and/or staff will share links, activities and resources to allow work to be completed at home.

6.3 Teachers and/or staff will comment, like or return work to pupils once it has been completed. Work may not always be marked straight away due to other teaching commitments or availability.

6.4 Parents can message teachers for information or help when home learning. However, the response may not be immediate, especially if the teacher is still teaching within school.