

Heage Primary School



Class Dojo Policy

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Kindness Honesty Respect Compassion Resilience Teamwork

plays a vital role in children's education and that all members of the school community should be valued and supported equally.

This policy outlines our usage of ClassDojo – our online system for communication between school and home.

Introduction to ClassDojo:

- ClassDojo is an online tool which offers many useful features including teacher communication to parents/carers as well as class/school newsfeeds, value rewards and information.
- 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.
- For the system to work efficiently and effectively, this document will highlight the stipulations around use from teachers and parents/carers to keep ClassDojo safe and a positive communicative tool.
 - 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 sign up to the system. 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?

- We use the ClassDojo App to communicate securely with parents/carers about their children online. The app offers a social media style interface which manages the flow of frequent information from school to home.
- Upon signing the User Agreement, class teachers will give parents/carers a passcode which connects them to their child's account - we use ClassDojo from FS2 through to Year 6. (Alternatively, parents/carers can contact the office by emailing info@heage.derbyshire.sch.uk to request a joining link to be sent to their email address, again the user agreement needs to have been received by the school first.
- Pupils will have the opportunity to login to their own area of ClassDojo and change their avatar and check on their Dojo Value Points.
- We will use ClassDojo to keep in touch with you about school events, send reminders and send celebratory messages about learning and activities.
- Class Dojo has three 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. - **Class Story** - general class news and celebrations, reminders and updates.

Responsibility of Parents/Carers and ClassDojo:

ClassDojo is only available to parents/carers (those who hold legal parental responsibility) 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.**
- ✓ Only parents/carers or legal guardians 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 can be accepted in special circumstances, agreed by the Headteacher. Please speak to your child's teacher regarding this.
- ✓ Parents/carers can view their child's positive points and story feed.
- ✓ Parents/carers are unable to message teachers directly using ClassDojo, if a message is sent in error an alert is sent to the office. The office will contact Parents/Carers to politely remind them of the school contact information. Our preferred method of communication at Heage is face to face.
- ✓ Parents/carers should be aware that teachers/members of school staff may not post during the hours when children are in school as they are concentrating on Teaching and Learning. They are also not expected to post on the Class Story between the hours of 6pm and 7am unless it is exceptional circumstances.
- ✓ 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.**
- ✓ 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.

Responsibility of Teachers and School Staff on ClassDojo:

- ✓ Teachers and support staff are encouraged to post updates on their Class page weekly - the amount is at their discretion and may include regular reminder posts about swimming/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.
- ✓ Teachers will only use the first names of the children when posting pictures or messages on ClassDojo (they may, on occasions, use the first initial of a child's surname - if there is more than one child that shares the same first name within that class).

- ✓ Teachers are respectfully reminded to inform the school office if they receive a message alert – this enables the school office to contact the parent/carer and remind the contacting school process. This helps to ensure that parents/carers know the correct way to contact school, and nothing is missed.
- ✓ Teachers should not share information that is considered sensitive or private on Class Story this will be communicated with parents/carers directly.
- ✓ Teachers are to make themselves fully aware of the children 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 permission that this information can be shared.
- ✓ Teachers cannot share content published on ClassDojo on their personal social media accounts due to a breach of privacy.
- ✓ It is not expected that teachers put the Dojo app on their mobile device. Teachers need to be mindful of the impact this may have on their personal time if they decide to have the app on their mobile device.

Heage Primary School's staff and parents/carers who participate in ClassDojo agree to the terms set out in this policy. If these terms are breached, the Headteacher will decide on an appropriate course of action.