MANORFIELD C.E. PRIMARY SCHOOL
CARING, SHARING, INSPIRING

ClassDojo Usage Policy – Guidance and Expectations

Introduction

1.1   ClassDojo is an online tool which offers many useful features including: behaviour tracking, parent/carer and teacher communication as well as class/school newsfeeds. Manorfield C of E Primary School 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 and messages 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 to enhance communication.

1.4   These stipulations will be annually reviewed during and after implementation of ClassDojo 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 EYFS all the way through to Year 6.

2.3   Pupils will have the opportunity to login to their own area of ClassDojo to view their points and complete tasks.

2.4   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 House points** - Pupils will collect house points from staff members when they show positive behaviours linked to our values and school rules such as: sharing, kindness, being helpful, listening, ready to learn, achievement, collaboration and behaviours linked to the Manorfield Muscles. They will also be awarded a 'Green all day' sticker at the end of each day if they have stayed on green. The system will also track and communicate with parents any yellow or red cards children may have been given.

- **Class Story** - general class news and celebrations, reminders and updates.

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

- **Pupil Portfolios -** ClassDojo Portfolios is a 100% free, digital student portfolio that allows students to share classwork with their teachers and family. Students can add to their portfolio using Chromebooks, laptops, and iOS/Android devices. Students create and upload photos, videos, drawings, and journal entries through ClassDojo, and can also upload Microsoft Office files, PDFs, and image files from any laptop. Teachers can also use Activities to assign projects directly to student devices to which students can respond. Teachers also must approve any posts before they are shared with parents. Once approved, only parent accounts connected to their student can see those particular posts. Parents and teachers can leave positive feedback in the form of a like and/or comments.

Parents/Carers and ClassDojo

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

3.1   New parents/carers will receive a covering letter upon implementation explaining how the app will work and how to register. This will include a copy of this policy which parents will have accepted in full if they sign up to use 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. Parents can add another parent so if required.

3.3   Only parents/carers or legal guardians will be given access codes to ClassDojo.

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

3.5 Staff will respond to messages during the hours of 8am – 4pm Monday-Friday - the rest of the time teachers' accounts are set on 'quiet time'.

3.6 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.

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

3.9 The following matters should **always** go through the Reception desk and will not be responded to by teachers:

- Absence (such as medical appointments)
- Sickness
- School dinner enquiries
- Complaints
- Music lessons
- Urgent messages (e.g. collection of children)

3.10 Information that is sensitive and private can be sent to the teacher via the private messaging platform and remain confidential.

3.11 If parents/carers do not wish for their child's photographs, digital recordings or work samples to be published on Class Dojo please inform the class teacher.

3.12 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.

3.13 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.

3.14 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.

3.15 Messages and comments on Class Dojo by parents and staff must be inline with the Christian ethos and values of the school. Please ensure these are polite in manner and in a way you would want to be communicated with otherwise staff will not be expected to respond.

Parents 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 4pm) 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 or email 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 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.

4.6   Teachers 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 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 will only reply to messages that they receive from parents of children within their class (or those that they are responsible for if they are carrying out PPA cover). They will ignore any messages received that do not follow this rule.

4.9   Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service. (Please familiarise yourself with Manorfield C of E's Internet Code of Practice Policy and Online Safety Policy).

4.10   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.

4.11   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.

4.12   Teachers cannot share content published on ClassDojo on their personal social media accounts due to a breach of privacy.

4.13   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.

Manorfield C of E teachers, parents & carers who participate in ClassDojo agree to the terms of the Code of Conduct. If these terms are breached, the Headteacher of Manorfield C of E will decide on an appropriate course of action.

For more information about ClassDojo please refer to:

https://www.classdojo.com/en-GB/#LearnMore