Where Learning Blossoms

Thorney Close Primary School

Class Dojo Usage Policy

Guidance and Expectations

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ClassDojo

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Our School Vision

Where learning blossoms….

The children are at the heart of everything we do, we want to create passionate, resilient, independent and confident learners.

At Thorney Close Primary School our priority is to develop a love of learning, inspired by quality teaching by building and developing upon all our individual talents. We work tirelessly to ensure that our children enjoy a stimulating and diverse education; learning is irresistible, children are happy, feel safe and are valued. Learning experiences are rich and enjoyable.

We would like to share these experiences with you through ClassDojo.

Introduction

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

- 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.

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

- These stipulations will be annually reviewed during and after implementation of ClassDojo to reflect the values of the school.

GDPR

- 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 school staff and parents/carers.

- Information is never sold and ClassDojo permanently deletes personal information when anyone stops using ClassDojo.

- School staff, parents and children can always access and delete their information at any time.

- For more information about how ClassDojo keeps school communities safe please refer to: https://classdojo.zendesk.com/hc/en-us/categories/201166546-Safety-and-Privacy

How does Class Dojo work?

- 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.

- Parents/carers are sent a passcode which connects them to their child's account.

- At Thorney Close Primary School, we use ClassDojo throughout school from the 2 year old/nursery provisions all the way through to Year 6.

- Children 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.

- 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 similar to Twitter and Facebook.

- 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 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 values and school rules **Ready, Respectful, Safe.**

  Class Story
  General class news and celebrations, reminders and updates.

  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
  Portfolios will be used to upload work from in class and for pupils to upload homework and learning from home.

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 in Dojo. Breaching this requirement will lead to account suspension.

- 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.

- 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 will only be accepted in special circumstances.

- Parents/carers can view their child's points total and story feed. They can like posts however will not be able to comment on them. They can also message their child's class teacher.

- 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'.

- 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.

- 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.

- parents/carers should only message their child's class teacher (or the teacher responsible for covering the class during the class teacher's PPA time) and should not use ClassDojo to message any other members of the school staff. If messages are sent to anyone other than your child's class teacher, they will be ignored.

- 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.

- The following matters should always go through the main office and will not be responded to by teachers:
  • Sickness or Absence (such as medical appointments) – Telephone and leave a message on 0191 5250808 or email parents@thorneycloseprimaryschool.co.uk
  • Finance such as school dinner or visit payment enquiries
  • Complaints
  • Urgent messages (e.g. collection of children)

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

- If parents/carers do not wish for their child's photographs, digital recordings or work samples to be published on ClassDojo they must inform the school office.

- 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 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.

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

- Photos uploaded to portfolios must be appropriate. Children and family members must always be fully dressed. If you have any safeguarding concerns, please contact Mrs Jones the Designated Safeguarding lead or Mrs Leyland the Deputy Designated Safeguarding lead. Please do not raise these through Class Dojo.

School Staff and ClassDojo

- Staff should be aware of the working hours (Monday-Friday 8.30am to 4.30pm) surrounding ClassDojo and that parents/carers may message outside of these times. School staff 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.

- Should teachers receive any messages which they find inappropriate, they should see the headteacher as soon as possible.

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

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

- 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.

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

- 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).

- 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.

- Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service.

- 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.

- All users of ClassDojo 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 written 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 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.

Agreement

Thorney Close Primary School staff, parents & carers who participate in ClassDojo agree to the terms of this policy. If these terms are breached, the Headteacher will decide on an appropriate course of action.

For more information about ClassDojo please refer to: https://www.classdojo.com/en-gb/#learnmore