

Class Dojo Policy

Use in School and for Remote Learning

Devoran School



Approved by:

Headteacher

Date: January 2024

Next review due by: October 2025

It is the responsibility of all members of staff who use Class Dojo to ensure it is used according to this policy. Monitoring of the policy will be conducted by Senior Leaders who may ask to view the Class Dojo page to ensure the policy is being adhered to.

The information and protocols in this policy are designed to assist pupils, parents and teachers in the use of Class Dojo as a communication tool at Devoran School. This policy states appropriate and acceptable use.

What is Class Dojo?

We believe that effective communication between home and school is essential to supporting children in their learning. Class Dojo is an online platform that is designed to communicate securely between school and home. It is used widely across both primary and secondary schools in the UK successfully. Class Dojo was introduced to Devoran school as an aid to learning during the COVID 19 pandemic, ensuring that children in lockdown were still able to access learning and as a way for parents/carers, teachers and pupils to engage in positive communication. Class Dojo is still being used as a means of communication at Devoran School; it is a free platform and works on any iOS/Android/Kindle Fire device or web browser.

Class Dojo has the following elements:

Element	Use in School
Class Story	Teaching staff will use this to share learning that has taken place in their specific classes. This might also include celebrations, updates and reminders relating to the class.
Devoran School Story	Admin and teaching staff will use this to share general information, updates, reminders that are relevant to the whole school community.
Pupil Portfolios	This element can be used by individual pupils/families as a means of sharing work that has been completed out of school. Teachers can use this element as a tool to offer feedback, as well as share work with families.
Messaging	This service can be used by teachers to communicate with families during school hours.

The Class Dojo app or website offers a social media-style interface which manages the flow of frequent information from school to home. It can be accessed through a smartphone or tablet app or through a desktop browser. It is secure and personal to our school and provides information in an easy-to-use format similar to X (Twitter) and Facebook.

Class Dojo is compliant with GDPR. Parents give permission for the school to process their child’s data on the system when they complete the data processing consent form.

Our Class Dojo account is only available to parents and pupils registered at Devoran School. Parents are reminded that they should not take images from Class Dojo and post them elsewhere online.

Parents of children in Foundation Stage to Year 6 will be sent a passcode which connects them to their child’s account.

Why we are using Class Dojo at Devoran School

- It is easy to use with a child-friendly interface.
- Teachers can share work with pupils.
- Pupils can share their learning with their teacher.
- It can be used to upload photos and write comments.
- It celebrates the children's learning individually and this can be extended to sharing learning with the whole class.
- It is an effective home school communication tool which can be used to support home learning.
- Posts can be translated into 35 languages.

Use of Class Dojo in the event of school closure

Any learning expected to be completed at home will be shared via Class Dojo.

- Teachers will share resources and links for home learning.
- Teachers will share tasks to be completed at home.
- Pupils/parents will be able to share the completed work with their teacher.
- Teachers will give feedback to the children on the learning they have completed.

Roles and responsibilities

Teacher's Roles

- To follow all safeguarding policies and staff code of conduct.
- Where appropriate, share homework with children and parents (e.g. Reading Padlet)
- To share home learning during periods of lockdown.
- Display images in line with parental consent.
- To use class Dojo in a positive manner to celebrate learning.
- Post images of learning in the classroom, school trips, residential visits, to share with parents.
- Be aware of online safety in regard to images of pupils.

Parent's Roles

- To follow all safeguarding policies and parent code of conduct.
- To use images sent from school and Dojo points to discuss with pupils about their learning.
- Provide positive feedback for their child by commenting on, or linking, their work.
- **Parents and carers are not permitted to share images shared on Class Dojo via any form of social media.**
- To use the whole school communication system; telephone, email to inform the school of important information about pupils, e.g. illness, NOT Class Dojo.

What Class Dojo must not be used for:

- Replacement of absence information: an email or telephone call is always required.
- Enquiries about classroom or playground incidents. These must be communicated with school in the usual way.
- A replacement for parent-teacher meeting
- Complaints; these must be communicated with school in accordance with our Complaints Policy.
- **Quiet hours will be set on the messaging service between the hours of 5.00pm – 8am, Monday to Friday. During this period, teachers will not reply to messages sent. If parents need to contact school between these quiet hours, they must do so via telephone or email.**

Residential Trips

- Teachers may use the Class Story feature whilst children are on residential trips to share information with all parents.
- Teachers will not respond to individual parent messages or send individual parent messages whilst on residential trips. If parents have any questions whilst children are on residential trips, these should be directed via the school office via a phone call.

Acceptable Use

This policy should be read in conjunction with our Online Safety Policy, ICT and Internet Acceptable Use Policy, Safeguarding Policy and Behaviour Policy.

Parents and Carers are expected to follow the usual policy when communicating with school. Pupils will be expected to use appropriate language and show behaviours when using Class Dojo. If there is inappropriate or misuse of the Class Dojo, the Headteacher will be informed and the school has the right to terminate the use of Class Dojo with individuals or the whole school community.

- Teachers will not use class Dojo to manage unacceptable behaviour.
- Teachers are only expected to look at Class Dojo during the school hours between 8.00am and 5.00pm. Quiet times will be set for the rest of the day.
- Class Dojo should not be used to send urgent messages to and from school. These must be sent via the school office email or telephone in the usual way.
- Teachers will not engage in any conversations about personal matters via the class page or the messaging service. If parents or carers wish to speak to their child's class teacher about personal matters, this must be done via school email or school phone number.
- School will require consent to share photos on the Class Story page. If parents or carers do not give permission, teachers will not share child's images on the class page. Teachers may still upload photos to a child's individual story which their teacher will be able to see and comment on.
- Teachers may not be checking Class Dojo on the days they are teaching in school. Please be patient and understand that teachers are working hard to provide quality teaching and learning, first and foremost, as well as monitoring Class Dojo.
- **Any abusive, inappropriate or intolerant behaviour on Class Dojo, will be reported and the login / messaging functionality will be terminated.**

Acceptable use specifically relating to period of school closure

- Class Dojo will be used as the tool for setting home learning during periods of school closure.
- Tasks will be set via uploaded documents and may be accompanied by a short teacher video if necessary.
- Children/parents can take a photo of their work and upload it to their portfolio for their teacher to view.
- Teaching staff will acknowledge uploads by either 'liking' or commenting.
- Parents and carers may use the messaging tool on Class Dojo, only during periods of school closure to ask questions about the home learning set or seek clarification. Parents and carers must remember that teachers will be responsible for the needs of all pupils in their class and must not mis/overuse this tool.

Please read in conjunction with the following policies:

- Behaviour Policy
- Online Safety Policy
- ICT and Internet Acceptable Use Policy
- Child protection/ Safeguarding Policy