Class Dojo Policy

We believe that an effective partnership between home and school is beneficial in supporting children in their learning. As a result, we have introduced Class Dojo in Years 1 to 6 (following on from the use of Tapestry in Reception). Class Dojo is a communication application (app) which connects parents/carers, teachers and children.

Teachers use it as a communication platform to encourage children and to get parents/carers engaged in their children's learning. It has a reward component (used for Dussindale merits) and a communication system. Teachers can communicate with parents on a 1:1 messaging service or via the class page where general news and class messages can be shared. Teachers can create engaging content including videos and interactive tasks for children to complete as part of their home learning. ClassDojo allows parents, teachers, and pupils to work together as a team, share in the classroom experience, and bring big ideas to life in their classrooms and homes.

Aims:

1. **To establish more effective communication links with parents.**
2. **To support and enhance home and remote learning.**

Introduction to ClassDojo:

ClassDojo is an online tool which offers many useful features including: behaviour management, home learning, parent/carer and teacher communication as well as class news feeds. Dussindale Primary School will use ClassDojo for all of 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 teachers and parents/carers in order 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. Class teachers will send parents/carers a passcode which connects them to their child's account when initially joining the school. This will be provided at the start of the Autumn term or if your child joins part way through the school year when your child starts. Once you have logged into Class Dojo as a parent, you will be able to access Class Dojo as your child changes class. You will not need to sign up each academic school year as this is done automatically. Classes are archived/closed at the end of July and new ones set up in September for the new academic year ahead.

Pupils will have the opportunity to login to their own area of ClassDojo and change their avatar as well as view their dojo points. We will use ClassDojo to keep in touch with you about school events, send reminders, send celebratory messages about learning and activities. We will also post on the School Story page to keep parents abreast of events and achievements happening across the school.

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

- Digital Merit 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 and updates.
- Pupil Portfolios – Home Learning grids will be shared on your child's Class Dojo account . Children and parents can upload their home learning on their portfolios
-School Story-parents can see what is happening across the school in other years and receive reminders about events, curriculum and safeguarding information as well as celebrating achievements

Teacher Responsibilities:

- Teachers are expected to access their Class Dojo account via the website www.classdojo.com and also download the free app onto their school laptop and iPad. The teacher will also invite their teaching assistant (add co-teacher) on to the class account so they are able to access messages/reward merit points for positive learning behaviours.
- By the end of the first week in each half term, class teachers will post the half term newsletter and home learning grid.
- Where there are part-time teachers working in a class, both teachers are responsible for ensuring that messages are read, Class Story posts are added and curriculum information is uploaded.
- Teachers are encouraged to post at least one weekly update on their Class Story page. The content, which has to be appropriate or relevant, is at the discretion of the teacher.
- Teachers should use the messaging system to provide parents with regular reminders such as swimming days/upcoming events/PE days/deadlines and/or other important events such as trips or assemblies.
- Key Stages/whole year groups can use Class Dojo to provide parents with curriculum information that supports learning at home (such as information from parent workshops). This must be agreed by the phase leader/assistant headteacher or deputy headteacher.
- All members of staff using Class Dojo are asked to set a 'quiet hours' on their page, this is when messages will not be read or responded to out of the designated hours. The agreed quiet hours are between **5:00pm and 8:00am Mondays to Friday, and all day Saturday and Sunday.**
- It is not expected that teachers will need the app on their mobile device, as we must be mindful of the impact this may have on their personal time.
- Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service, or get into lengthy discussions. If a message from a parent requires more than a simple response then a phone discussion is more appropriate.
- Teachers must make themselves fully aware of the children who do not have permission to have their photographs shared on Class Dojo, and ensure that these children do not appear on their Class Page.
- Where the content of any messages are of a safeguarding concern, the class teacher MUST inform the DSL immediately or an ADSL in her absence who will provide the next steps and report this on CPOMS the same day.

- Teachers/Teaching Assistants to provide feedback on home learning that has been uploaded in portfolios.

Parent Responsibilities

- Agree to follow the Parent User Agreement Form (appendix 1) before using Class Dojo. If you have any questions, queries or concerns, do feel free to message your child's teacher on Class Dojo and they will also keep in touch with you via Class Dojo.
- **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. Please speak to your child's teacher regarding this.
- Parents/carers can view their child's points total and story feed. They can also message their child's class teacher, however please note that a response may only be given during the hours of 8am – 5pm on Monday-Friday. The following matters should always go through the **school office** and will not be responded to by teachers:
- Absence (such as medical appointments)
- Sickness
- School dinner enquiries
- Complaints
- Urgent messages (e.g. collection of children)
- Parents/carers should be aware that teachers will not necessarily respond to messages straight away, but will endeavour to do so within 24 hours during working days. 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 working hours.
- Information that is sensitive and private should be sent to the teacher via the private messaging platform and will remain confidential.
- 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.

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

" Sending abusive, aggressive or threatening messages, emails or other communications to any member of the school community. This includes issues which consume an unreasonable amount of staff time will not be tolerated ." Trust Adult Behaviour Policy 2024

Pupil Responsibilities:

- Encourage parents to engage with Class Dojo
- Show respect to teachers and classmates by being kind and friendly on Class Dojo
- Tell an adult if something worries or upsets them on Class Dojo
- Only use Class Dojo with permission from a parent/carer

Leadership Responsibilities:

- Monitoring of the policy will be by Senior Leaders who can view each Class Dojo page at regular intervals to ensure the policy is being adhered to, misuse with the relevant parties.
- Senior Leaders will regularly review the use of Class Dojo to ensure it is effective in achieving the aims of this policy.

Behaviour - Merit Points

Teachers use Class Dojo to promote positive learning behaviours in class and to reward pupils for displaying positive behaviours connected to our school's behaviour policy.

Each child gets a monster avatar at the start of the academic year or when they join the class. Teachers and teaching assistants teachers award merit points for:

- The Dussindale 4 R's - Be Ready, Be Respectful, Be Responsible, Be Resilient
- Showing a positive attitude towards their learning
- Working respectfully with a partner
- Showing good manners
- Being kind towards a member of the class
- Actively participating in the lesson
- Being polite
- Engaging well in group learning
- Great effort on home learning
- Listening carefully in class
- Awarding the whole class or groups

Parents/carers will be able to see when and why their child has been awarded merit points when they log into their app, which can prompt a positive discussion at home. Class teachers will not be taking Merit Points away from children but will use our restorative approaches to managing unacceptable behaviours.

We aim for every child at Dussindale Primary School to reach 100 Merit Points at the end of each academic year. As the child moves into their next class, the points reset at zero.

The School Council in June 2023, chose for Class Dojo certificates to be awarded in the Good Work Assembly to congratulate and celebrate our children's achievements.

They agreed that:

50 Class Dojo merit points= A child receives a certificate

100 Class Dojo merit points = A child receives a pencil

150 Class Dojo merit points = A child receives a gold sticker

200 Class Dojo merit points= A child receives a badge

250 Class Dojo merit points= Hot chocolate with the Headteacher

300 Class Dojo merit points= A child becomes an ambassador

400 Class Dojo merit points= Your chosen lunch with the Headteacher

Appendix 1

Class Dojo Parent User Agreement Form

Parents/Carers must agree to the following in order to be invited to join Dussindale Primary School's Class Dojo account.

I have read and understood the school's Class Dojo Policy.

I give permission for my child to use Class Dojo.

I agree with the school posting pictures of my child, their work and positive comments about my child on Class Dojo, which could be viewed by other members.

I am aware that all images posted on Class Dojo remain the property of Dussindale Primary School and should not be reproduced. I agree not to copy or reproduce images, e.g. as screen shots, or post them on social media.

I agree that any messages or information I send to the school will be positive, respectful and in keeping with the positive spirit of Class Dojo and the school policies. I understand that teachers will only access Class Dojo Monday to Friday 8am-5pm and I will wait up to 24 hours for a response before contacting them again.

I agree not to post negative messages or raise serious concerns on the Class Dojo site. Should I have any complaints or concerns related to my child's education or care, I agree to raise the issue using the stages identified in the school's Complaints Procedure and Policy.

I agree not to share my password with anyone other than immediate family members, e.g. spouse.

If I have any concerns, queries or questions regarding Class Dojo or any content posted on the site, I will raise them with the Deputy Headteacher or the Headteacher.

When using Class Dojo you will be subject to the Privacy Policy and any posted guidelines, policies or rules applicable to specific features of the Class Dojo Website or ClassDojo App. Details of the policy can be found on https://www.classdojo.com/en-gb/terms/

ClassDojo is a U.S. based company, so pupil data may move outside the EU. As such, in compliance with GDPR, parents need to be informed of this fact and give consent for this. The School has updated its privacy notice to acknowledge that this data is moving outside the E.U. and will also maintain a data impact assessment on ClassDojo.Parents should be aware of the ClassDojo privacy notice and information regarding security measures for outside the U.S.ClassDojo complies with the EU – U.S. Privacy Shield Framework. The privacy shield is a framework that governs how data is transported safely and securely between the EU and US and has been developed by both sides. To learn more about the Privacy Shield program, and to view ClassDojo certification, please visit https://www.privacyshield.gov/

With respect to personal data received or transferred pursuant to the Privacy Shield Frameworks, ClassDojo is subject to the regulatory enforcement powers of the U.S. Federal Trade Commission. In certain situations, ClassDojo may be required to disclose personal data in response to lawful requests by public authorities, including to meet national

security or law enforcement requirements. For full details of the ClassDojo privacy notice and security measures outside the U.S. see:

https://www.classdojo.com/privacy/
https://classdojo.zendesk.com/hc/en-us/articles/202028159-Security-measures-for-outside-the-U-S-

You may also be interested in watching the video in the link below which gives a brief, simpler explanation of some the security and privacy controls on ClassDojo.https://vid.ly/7d4i1b

The School reserves the right to deny further access to the school's ClassDojo account in the event of violation of these terms.

Signed ..... Date .....**.....**

Parent of ..... in Class .....

Links With Other Policies:

- Behaviour policy
- Child protection policy and coronavirus addendum to our child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- E-Safety policy
- Remote Learning Policy

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Next review date: September 2024