



# Oakfield Community Primary & Nursery School

## Class Dojo Policy

2024 - 2026



# 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. Oakfield Community & Nursery 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 as a positive tool.

These stipulations will be annually reviewed to reflect the values of the school.

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 pupils. Information is never sold and ClassDojo permanently deletes pupils' personal information when they stop using ClassDojo. Teachers, parents and pupils can always access and delete their information at any time.

## How does it work?

We use the ClassDojo App to communicate securely with parents/carers about their children online. The app offers an 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 - we use ClassDojo from Nursery all the way through to Year 6.

Parents/carers are encouraged to sign up for the FREE service and are not required to subscribe monthly.

Pupils 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.

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 Recognition Points - Pupils will collect points from staff members when they show positive behaviours linked to our behaviour and attitudes policy and school values.
- Class Story - general class news and celebrations, reminders, updates and examples of work and learning from in the class.
- 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 – pupil portfolios will be used to upload work from in class and for pupils to upload homework and learning from home.

## **Class Dojo will be used at Oakfield for:**

- Communication – Communicating with parents and parents communicating to school via private messaging.
- Homework – Setting and marking of weekly homework.
- Home learning – In the event of any home learning.

## **Parents/Carers and Class Dojo**

ClassDojo is only available to parents/carers 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 and could lead to further action under UK GDPR.

If parents/carers sign up to use ClassDojo, parents/carers then they have accepted in full if they sign up to use ClassDojo.

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 and can also message their child's class teacher.

Parents/carers can message teachers; however, responses will be given during a convenient time. If an urgent message requires a response during the day, parents will need to message the office, as teachers are busy teaching. Teachers can set messages on 'quiet time', so they may not respond during the weekend or evenings.

Parents/carers should be aware that teachers will not necessarily respond to messages straight away but will endeavour to do so as soon as possible. They may also not read the message that you have sent until the end of the day due to their teaching commitments.

Parents should always message the class teacher in the first instance or the office if they are informing of their child's absence. Any serious issues can be sent direct to the Head teacher. 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 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. Information that is sensitive and private will be sent to the teacher via the private messaging platform and remain confidential.

It is accepted that parents give their permission for photos of their child/children to be posted on Dojo as this is a closed network only open to parents and carers at school. Parents need to opt out of this agreement.

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 pupils 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.

## **Teachers and Class Dojo**

Staff should be aware of the working hours 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.

Should teachers receive any messages which they find inappropriate, they will report them to SLT.

Any messages which refer to absences, sickness, holidays 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 P.E. 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. They will ignore any messages received that do not follow this rule.

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.

Teachers will share photos, digital recordings, messages and work samples only for pupils 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.

ClassDojo is the responsibility of the class teacher and only the class should post on the class story. If the class teacher is on sick or long-term leave, the responsibility will be passed to another member of staff.

## **Monitoring and review**

This policy will be reviewed annually by the Headteacher.

Headteacher: Mrs J Makin

Signed:

Date: July 2024

Chair of Governors: Mr E Burke

Signed:

Date: July 2024

## **Policy Schedule**

<b><u>Date</u></b>	<b><u>Details</u></b>	<b><u>Shared</u></b>
July 2024	Policy updated in line with new format.	Staff: July 2024 Govs: Summer Term Parents: Via Website