



# Nursted Community Primary School

## Policy Name

Policy adopted by the Governor Body on : 18/01/2023

The Policy will next be reviewed: As needed

Headteacher's Signature: \_\_\_\_\_

Chair of Governors' Signature: \_\_\_\_\_

Last amended		
By	When	Main changes
SD	7/2/23	Background formatting corrected for website upload.

## **Introduction**

1.1 ClassDojo is an online tool which offers many useful features including: behaviour management, parent/carer and teacher communication as well as class/school newsfeeds. Nursteed Community Primary 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 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.

1.4 These stipulations will be regularly reviewed 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.

1.6 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 an 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 Reception all the way through to Year 6.

2.3 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.

2.4 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.

2.5 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 Sticker points - Pupils may 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, updates and examples of work and learning 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. Portfolios will be the main platform used in the incident of a school, class or bubble closure

**Class Dojo will be used at Nursteed Community Primary for:**

**Homework** – Setting of weekly homework.

**Home learning** – In the event of a school or bubble closure for home learning (also see our Learning pages on the school website).

**Communicating with parents** – Communicating with parents via class/school and private messaging.

**Parents/Carers and ClassDojo**

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.

3.1 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.

3.2 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.

3.3 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.

3.4 Parents/carers can message teachers; however, a response will only be given during the hours of 8.00am – 5pm Monday-Friday as the rest of the time teachers are set on 'quiet time'.

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

3.6 Urgent messages must be sent to the admin office as teachers will have intermittent access to Class Dojo during the day as they will be teaching and in meetings.

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*Last updated 4.1.23*

3.7 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.

3.8 The following matters should always go through the main office:

- Urgent messages (e.g. collection of children).
- Absence (such as medical appointments or medical results).
- Sickness.
- School dinner enquiries.
- Complaints.
- Safeguarding concerns.

3.9 Information that is sensitive and private should be sent to the teacher via the private messaging platform so that it remain confidential.

3.10 If parents/carers do not wish for their child's photographs, digital recordings or work samples to be published on ClassDojo they must indicate so on the Permission Form (available from the school office).

3.11 Parents/carers must not 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.

3.12 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.

3.13 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 appropriately will be given one warning, then will be taken off ClassDojo if inappropriate usage persists.

## **Teachers and ClassDojo**

4.1 Staff should be aware of the working hours surrounding ClassDojo (Monday-Friday 8.00am to 5pm) and that parents/carers may message outside of these times. Teachers are advised to refrain from checking their messages outside of these working hours, as they may be marked as seen and this can be viewed by parents/carers. Teachers should set their accounts to 'Quiet Mode' outside of these hours.

- 4.2 Should teachers receive any messages which they find inappropriate, they should report this to 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 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 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 may 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. They will not respond to message from parents/carers beyond their class.
- 4.9 Miss Kennedy our SENCO may communicate with parents across the school with regard to special educational needs issues.
- 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.
- 4.14 ClassDojo is the responsibility of the class teacher(s) and only the class teacher(s) should post on the class story. If a class teacher is on sick or long term leave, the responsibility will be passed to another member of staff.

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*Last updated 4.1.23*

### **Using ClassDojo for homework**

Homework will be set via Clasdojo and enable the children to complete the work either on their device or upload photos.

5.1 Teachers and/or staff will upload homework to completed outside of school at home.

5.2 Teachers and/or staff will comment, like or return work to pupils once it has been completed. Work may not always be marked straight away due to other teaching commitments or availability.

5.3 Any queries regarding homework can be communicated to the class teacher(s). Teachers will respond within working hours to these messages.

### **Using ClassDojo for home learning**

This should be read in conjunction with our Remote Learning Policy.

In the event of a school, bubble or class closure, ClassDojo may be used as a platform for home learning along with our class pages on the school website.

6.1 Teachers and/or staff will take morning registers through posts on class story. Children are expected to comment to show their attendance. Those who do not attend will be marked as absent and contacted by the school.

6.2 Teachers and/or staff will share links, activities and resources to allow work to be completed at home.

6.3 Teachers and/or staff will comment, like or return work to pupils once it has been completed. Work may not always be marked straight away due to other teaching commitments or availability.

6.4 Parents can message teachers for information or help when home learning. However, the response may not be immediate, especially if the teacher is still teaching within school.

6.5 Staff and parents are expected to follow guidelines set out in the 'Acceptable Use' policy.

This policy for the use of Class Dojo has been written in consultation with staff and parents and will be reviewed regularly or as things change.