

ST. PAUL'S C. E. PRIMARY SCHOOL



Class Dojo Policy

Class Dojo

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 St Paul's C E Primary School. This policy states appropriate and acceptable use.

What is Class Dojo

Class Dojo is an online platform that is designed to communicate securely between school and home.

Class Dojo offers a social media-style interface which manages the flow of information between school and home. Class Dojo can be accessed through a smartphone or tablet app or through a desktop browser. Staff at St Paul's C E Primary School will be accessing Class Dojo through school iPads or laptops.

Class Dojo is compliant with GDPR.

Class Dojo is only available to parents and pupils at St Paul's C E Primary School. Parents are reminded that they should not take images from Class Dojo and post them elsewhere online. Breaching this requirement will lead to the suspension of that account.

Why we are using Class Dojo

- It is easy to use and has a child friendly interface
- It can be used to track and share Dojo Points with parents and carers
- Teachers can share work with pupils
- Pupils can share their learning with the class teacher
- It can be used to share photos and pictures
- 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 learning communication tool which can be used to support home learning
- Posts can be translated into 35 languages

How Class Dojo will be used

Teachers will use Class Dojo to communicate the following with parents and carers:

- Dojo Points earned by their child in school
- Information about work
- When appropriate, homework for your child to complete
- Home learning in the event that a bubble closes, or school is not open for in person learning

Use of Class Dojo when the school is closed

Any learning expected to be completed at home during school closures 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 will be able to share their completed work with their teacher
- Teachers will give feedback to the children on the learning they have completed

Using Class Dojo alongside Microsoft Teams

During school closures the school will Use Microsoft Teams to complement the learning, when appropriate, with Class Dojo

Roles and Responsibilities

Teacher's Roles

- To follow all safeguarding policies and staff code of conduct
- To award Dojo Points to children in their class, in line with the reward system
- To share homework, when appropriate, with children and parents
- To share home learning during periods the school is closed
- 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, and residential visits
- 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 and Dojo Points to discuss with pupils about their learning
- Provide positive feedback for their child by commenting on, or liking, 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; reporting a child absent from school should continue to be reported to the school office via the telephone 8.30am – 9.30am.

What Class Dojo must not be used for:

- Absence notification: a telephone call to the school office is required
- Complaints: these must be communicated with school in the usual way
- Children and families must not make negative or derogatory comments about other children or families. This may result in the individuals Class Dojo Account being suspended

- Defamatory comments regarding the staff, senior leadership team, or governors will not be tolerated and may result in the individuals Class Dojo account being suspended
- Any abusive, inappropriate or intolerant behaviour on Class Dojo will be reported and the login may be terminated
- No inappropriate language may be used by any member of the community

Residential Trips

- Teachers and school staff may use the Class Dojo app whilst children are on a residential visit to share information with 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 to the school office via a telephone call

Acceptable use

This policy should be read in conjunction with our Parent Code of Conduct Policy.

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

- Teachers will use Class Dojo on their school iPad or school laptop
- Class Dojo points are used in the same way as House Points and school staff will award Dojo Points to reward, work, behaviour, teamwork and reading at home
- Teachers are only expected to look at Class Dojo during the hours of 8.30am – 4.30pm.
- Class Dojo should not be used to send urgent messages to and from school. These must be sent via the school office by telephoning in the usual way
- School require consent to use photographs of your child, if parents do not consent to the use of photography their child image will not be used on Class Dojo.

Acceptable use specifically relating to periods 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 can take a photo of their work and upload it to their portfolio for their teacher to view
- The teacher will acknowledge the work and may add an additional comment on *some* pieces of work

