

ClassDojo Usage Policy – Guidance and Expectations



At Greenpark Academy we aim to provide a positive learning environment for all children, where effective teaching and learning can take place. We believe that effective communication between home and school is essential to supporting children in their learning.

The Restorative Approach underpins our values, where relationships are central to building a community where everyone's voices can be heard and valued.

- ClassDojo is an online tool which offers many useful features including: positive rewards, parent/carers and teacher communication as well as class/school newsfeeds. Greenpark Academy will use ClassDojo as our main communication with parents.
- 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 policy will highlight the expectations around use from teachers and parents/guardians in order to keep ClassDojo as a positive tool.
- These expectations will be reviewed annually.
- 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/guardians and children. Information is never sold and ClassDojo permanently deletes pupils' personal information when they stop using ClassDojo. Teachers, parents and children 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 Facebook style 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.
- 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 and Facebook.
- 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 three main elements that we will be using:

- **Dojo points** - Children will collect Dojo points from staff for good behaviour and work.
 - **Class Story** - general class news, photographs and celebrations, reminders and updates.
 - **School Story** - news and photographs from across the school, informing you about whole school events, sporting results and other whole school information and updates.
- In the event of home learning, class teachers will share tasks and activities through the class page. Children will be able to submit their home learning through their Student Portfolio.

Parents/Carers and ClassDojo

ClassDojo is only available to parents 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.

- 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 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 exceptional circumstances.
- Parents/Carers can view their child's points total and story feed. They can like and comment on class posts. They can also message their child's class teacher.
- Parents/Carers can message teachers, however a response will only be given during the hours of 8am – 4pm Monday-Friday.
- 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 only. 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 the working hours.
- Parents/Carers should only message their child's class teacher and should not use ClassDojo to message any other members of the school staff.
- Parents/Carers should not use this messaging tool to enquire about the progress of their child, but can use it to arrange a meeting with class teachers to discuss any questions they may have.
- The following matters should **always** go through the School Office:
 - School dinner enquiries
 - Complaints
 - Urgent messages (e.g. collection of children)
- Information that is sensitive and private will be sent to the teacher via the private messaging platform and 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/guardians 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.

Parents/Carers who do not use the messaging system correctly will be given one warning before being removed from ClassDojo.

Teachers, parents & carers who participate in ClassDojo agree to the terms of the Code of Conduct. If these terms are breached, the Headteacher of Greenpark Academy will decide on an appropriate course of action.

For more information about ClassDojo please refer to:

<https://www.classdojo.com/en-GB/#LearnMore>