



# Shirley Manor

Primary Academy

## Class Dojo Policy

**Approved by:**

**Date:**

**Last reviewed on:** September 2024

**Next review due** September 2026  
**by:**

## **Introduction**

We believe that an effective partnership between home and school is beneficial in supporting children in their learning. To aid our communication in school we use an electronic system ClassDojo. ClassDojo is a communication app (application) which connects parents/carers, teachers and children.

Teachers use it as a communication platform to encourage children to get parents/carers engaged in their children's learning. It has a reward component (Dojo points) and a communication system. Teachers can communicate with parents/carers on a 1:1 messaging service or via the class page where general class messages can be shared. Teachers create engaging content including videos and interactive tasks for children to complete as part of their home learning.

Children can engage in their learning in school and at home by posting evidence of work they are proud of in their portfolio.

Parents/carers can be kept informed of class events and see evidence of their child's work and learning environment. They can communicate with teachers via 1:1 messaging.

## **Aims**

- To establish more effective communication link with parents/carers
- To support and enhance home learning

## **Teacher Responsibilities**

- Teachers are expected to access their ClassDojo account via the website [www.classdojo.com](http://www.classdojo.com) and also downloaded the free app onto their school laptop and/or ipad
- Teachers are encouraged to post updates on their class page. The number of posts teachers make and the content, which has to be appropriate or relevant, is at the discretion of the teacher.

The following should be a minimum though:

- Regular reminder posts about swimming/PE days/homework and/or other important class events such as trips or assemblies
- Weekly celebrations of work should be shared either individually to parents or via the class story page
- 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 4:00pm and 8:00am Monday to Friday, and all-day Saturday and Sunday.

- It is not expected that teachers will need the app on their personal mobile device, as we must be mindful of the impact this may have on their personal time and well-being.
- Teachers are respectfully reminded to not engage in any conversations about personal matters via class story or 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 are in the care of the Local Authority or who do not have permission to have their photographs shared on Class Dojo and ensure that these children do not appear on Class Dojo.

### **Parent/Carer Responsibilities**

- Agree to follow the Parent/Carer 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 keep in touch with you.
- 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 Lunch enquiries
  - Complaints
  - Urgent messages (e.g. collection of children)
- In order to maintain the well-being of our class teachers, as well as ensuring they have a work-life balance, we ask that you bear in mind that though teachers can be messaged by you at any time, they will not respond back to the message during 'quiet hours'.
- Teachers will not be able to respond to your messages on weekends and any other time outside of the stated period. If it is an urgent concern or query, please do follow the relevant channels of communication.
- Parents/Carers must be polite and respectful when messaging teachers or commenting on either the Class or School story. Any inappropriate comments will be removed/blocked and the service may be removed.
- Parents/Carers who do not use the messaging system correctly will be given one warning before being taken off Class Dojo.
- Parents/Carers must ensure that their child uses Class Dojo safely and support them in uploading evidence of learning.

## **Pupil Responsibilities**

- Agree and follow the school rules for Class Dojo (appendix 2)
- Encourage parents to engage with Class Dojo
- Complete assigned tasks and respond to feedback on Class Dojo

## **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, and address any misuse with relevant parties
- Senior Leaders will regularly review the use of Class Dojo to ensure it is effective in achieving the aims of this policy
- Senior Leaders will use the School Story page to communicate with Parents/Carers for school wide communications and will be accessible via private messaging function

**Shirley Manor Primary Academy teachers, parents/carers and pupils who participate in Class Dojo agree to the terms of this policy. If the terms are breached, the Head of School will decide on an appropriate course of action.**

September 2024

Appendix 1

### **Class Dojo Parent User Agreement Form**

Parents/carers must agree to the following in order to be invited to join Shirley Manor School's Class Dojo account.

- ✓ I have read and understood the school's Class Dojo Policy
- ✓ I give permission for child to use Class Dojo

- ✓ I agree to 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 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 between 8am – 4pm and I will wait up to 24 hours for a response before contacting 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 issues using the stages identified in the school's Complaints Procedure and Policy (this policy is available on the school's website or via request from the school office)
- ✓ I agree not to share my password with anyone other than immediate family members e.g. spouse
- ✓ If concerns, queries or questions regarding Class Dojo or any content posted on the site, I will raise them with the Deputy Headteacher or Head of School.

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 Class Dojo App. Details of the policy can be found on <http://www.classdojo.com/en-gb/terms/>

Class Dojo is a US based company, so pupil data may move outside the UK. 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 UK and will also maintain a data impact assessment on Class Dojo. Parents/carers should be aware of the Class Dojo privacy notice and information regarding security measures outside the US Class Dojo complies with the EU-US Privacy Shield Framework. The privacy shield 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 Class Dojo certification, please visit <http://www.privacyshield.gov/>

For full details of the Class Dojo privacy notice and security measures see: <http://www.classdojo.com/privacy/>

The school reserves the right to deny further access to the school's Class Dojo account in the event of a violation of these terms.

Signed..... Date.....

(By downloading and signing up to use the Class Dojo app it is done so in agreement with this user agreement)

Parent/carer of ..... in class.....

## Appendix 2

### **Shirley Manor School Rules for Class Dojo**

When I use Class Dojo I will:

- ✓ **Show respect to my teachers and class mates**

- ✓ **Be kind and friendly**
- ✓ **Tell an adult if something worries or upsets me**
- ✓ **Only use Class Dojo with permission from my parent/carer**
- ✓ **Give positive feedback to my class mates' work**
- ✓ **Only login to my account**
- ✓ **Use appropriate language**