



# ClassDojo



## Class Dojo expectations, code of conduct and acceptable us Policy at Springfield School

OUR SCHOOL VALUES: Be Kind, Be happy, Be great

### Introduction:

Class Dojo is an online platform which offers many useful features including positive behaviour management, parent/teacher communication and class/ school newsfeeds.

We use the ClassDojo App to communicate securely with parents/carers about their children online.

It is the responsibility of all members of staff who use Class Dojo to ensure it is used according to this policy. Monitoring of the policy will be conducted by Senior Leaders who may ask to view the Class Dojo page to ensure the policy is being adhered to.

At Springfield School 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. Class Dojo has been introduced to Springfield School as a method of communicating easily and effectively with parents.

ClassDojo is free and works on any iOS/Android/Kindle Fire device or web browser.

For the system to work efficiently and effectively, this document will highlight the stipulations around use from members of staff and parents/carers to keep ClassDojo as a positive tool. These stipulations will be reviewed during and after implementation of ClassDojo to reflect the values of the school.

Parents/carers will receive a covering letter upon implementation explaining how the app will work and how to register. This will include a copy of this policy which the parents/carers will have accepted in full if they sign up to use ClassDojo.

The following matters should always go through the School Office:

- Absence (Eg. Illness and medical appointments) and urgent messages (e.g. collection of children)



To ensure we are able to safely utilise what it has to offer, it is important that all users are aware of the following expectations:

### Pupils and Class Dojo

- Class Dojo is an online platform that we use to communicate with parents at home. It is not the only method of communication, but our primary one for sharing school, class and individual news.
- Class Dojo can be used on all electronic devices relying that they are connected to the internet.
- Children do not have access to messaging services through their student accounts.
- Children must not access their parents account or use it to send messages to their teachers.

### Parent/ Carers and Class Dojo

- Only parents or legal guardians will be given access codes to Class Dojo. 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 can view the total number of points their child has received along with the reason that they have been given. (Where classes choose to use this system)
- Within the app or website, parent accounts also have access to both a whole school and class newsfeed where you will find important information posted by staff.
- Parent accounts also have the facility to send messages to members of staff, however the following stipulations apply: - Parents may message class teachers, and they will endeavour to reply **within 24 hours, Monday- Friday**. This is essential to safeguard the wellbeing and work-life balance of our staff.
- Parents should not use the messaging tool to enquire about the progress of their child, but can use it to arrange a meeting with a class teacher to discuss questions that they may have.
- Parents who do not use the messaging system correctly will be reminded to use the service correctly. If this is repeated then they risk being removed from the online platform.
- Parents should only post positive comments on posts. Posts that attract negative comments will be taken down. If parents have something they need to raise with staff regarding a post then please contact class teachers or the senior leadership team via a phone call **01538383558** or **headteacher@springfield.staffs.sch.uk**



- Parents should look at the newsfeed regularly to keep up to date with messages, school events and information.
- Parents must make sure that children cannot access their parent account and are not able to send messages under their name.
- Parents/carers are reminded that they **should not take images from ClassDojo and post them elsewhere online**. Breaching this requirement will lead to account suspension.
- Class Dojo messages are not required to be answered by staff during the school day, as their focus will be on teaching the children: staff are most likely to respond to messages before the children come in and on their departure from school. We aim to respond **within 24 hours**.
- 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 ClassDojo Permission Form (available from the school office if not already submitted).
- 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/guardians 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 class groups.
- Parents/carers can also read all Class Story posts in their preferred language instantly. For this function parents will need to log in to the app through a laptop as this function is not available on an android device.
- ClassDojo is compliant with the GDPR and parents/guardians 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 staff, parents/carers and children. Information is never sold and ClassDojo permanently deletes pupils' personal information when they stop using ClassDojo. Staff and parents/carers can always access and delete their information at any time.



## Staff and Class Dojo

- Staff will endeavour to respond to messages within 24 hours, Monday- Friday.
- Teachers should not feel pressurised to check or respond to messages outside of the above time frame.
- Staff are not required to respond to parent messages whilst they are teaching.
- Should teachers receive any messages which they find inappropriate, they should report them to a member of the Senior Leadership Team immediately so that appropriate action can be taken.
- Should Safeguarding or Wellbeing concerns be raised through the use of the platform, teachers are responsible for ensuring that they are recorded and reported in line with our Safeguarding Policy.
- Staff will share messages and photographs via the Class Story page that promote positive understandings of class and whole school learning.
- Staff will only use the first names of the children when posting pictures or messages on ClassDojo.
- Staff are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service. Information that is considered sensitive or private will be communicated with parents/guardians only via the private messaging platform, not through Class Story or School Story.
- All school staff using 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.
- Staff will share photos, digital recordings, messages and work samples only for pupils whose parents/guardians have given written permission that this information can be shared.
- Staff will not log into class dojo on their own phones. Some staff will have access to the app on their phones as parents, where their child's school also uses Class dojo.

It is the responsibility of all members of staff who use ClassDojo to ensure it is used according to this policy.

Springfield staff, parents & guardians who participate in ClassDojo agree to the terms of the Code of Conduct.

Policy to be reviewed annually

Policy creation: September 2023

Policy review: September 2024

Headteachers: Shatham / Shatos Date: 6/11/23

Chair of Local Academy Board: Dr Sutfield Date: 6/11/23