Home-School Class Dojo Policy

Woden Primary School

Autumn 2020

The following policy refers to the use of Class Dojo as a home-school communication and remote learning tool.

Aims:

- To ensure key information relating to school life or classes is shared quickly and efficiently;
- To maintain the community relationship between Woden and families so that school continues to be an active presence in their lives;

In the event of children needing to self-isolate:

- For children to continue having a sense of being a part of their class, in contact with teachers and the life of their peers;
- For teachers to provide engaging activities and resources linked to the school curriculum to ensure learning is not disrupted
- For teachers to provide support for children in continuing with home learning through daily updates, portfolios and messages
- To monitor completion of set tasks and provide feedback
- To support children in using online communication media in a positive and appropriate way that is beneficial to their lives.

Process:

Teachers will:

- Post a Daily Class Story message or video
- Request that children complete a journal in their portfolio detailing work that has been completed
- They may set tasks on the Portfolio, although majority will be provided via our school SharePoint site.
- Comment on work sent in by children when uploaded to portfolios

Parents/Pupils:

Comments:

- Children or parents can like the post of a teacher in the Class story.
- Children or parents may comment on a Class Story post with a positive comment.
  Example: 'It's fantastic seeing the great work everyone is doing!'

Portfolio:

- Post their classwork like poems, speeches, and artwork to their Student story through photos and videos
- Posts must only be related to activities provided by the Class Teacher, any other submission will be removed
- Any work that is submitted to the Pupil's portfolio will only be accessible by the Class Teacher and the connected parents to that child's account.

Messages:

- Message your child's teacher if you want to share something positive from home or congratulate your child on something they have done for school work.
- Message your child's teacher if you have a small query or would like to find out something simple

- Do message your child's teacher on Class Dojo if your child has any minor worries, for example:
    - I found it hard to find home learning for Monday. Where can this be found?
    - How can I see the work my child has submitted to Class Dojo?
    - Where do I find the Class Story?

Teachers will aim to reply on the same day to messages sent during school hours (9.00a.m.-3.30p.m.) Messages sent after 3.30p.m. will usually be responded to on the following working day.

Appendix 1: Online Safety and Acceptable Use of Class Dojo

Online communication is a fact of modern life and we are using Class Dojo to support a strong link between home and school that enhances children's school experience. As stated in the school's acceptable use policies, we expect everybody to behave in a positive manner, engaging respectfully with the school and each other on Class Dojo, in the same way as they would face to face.

This positive behaviour can be summarised as being kind and polite and not making any posts which are, or could be, construed as rude, insulting, aggressive, bullying or otherwise inappropriate.

Class Dojo has been set up using parents' email addresses so that parents can use the app together with their child. his as a shared experience where they are modelling to and supporting their child in learning how to use online communication well.

Class Dojo's Acceptable Use Terms

1. You will not post unauthorized commercial communications (such as spam, promotional emails, or advertisements) on or through the Service.
2. You will not upload viruses or other malicious code, files or programs.
3. You will not collect, solicit or otherwise obtain login information or access an account belonging to someone else.
4. You will not bully, intimidate, or harass any User or use the Service in any manner that is threatening, abusive, violent, or harmful to any person or entity, or invasive of another's privacy.
5. You will not impersonate a Class Dojo for a School employee, or any other person, or falsely state or otherwise misrepresent your affiliation with any person or entity.
6. You will not copy, modify, or distribute any text, graphics, or other material or content available through the Service without our prior written permission, or if such content is a User Content, the prior written consent of such User.

If parents have a concern about school or pupil use of Class Dojo, please contact:
enquiries@wodenprimary.org
Breaches of this policy and of school AUPs (Acceptable Use Policies) will be dealt with in line with the school behaviour policy (for pupils) or code of conduct (for staff).

Further to this, where an incident relates to an inappropriate Class Dojo post by a member of the school community, we will contact the parent or staff member and delete the post / request that the post be deleted as appropriate and will expect this to be actioned promptly.