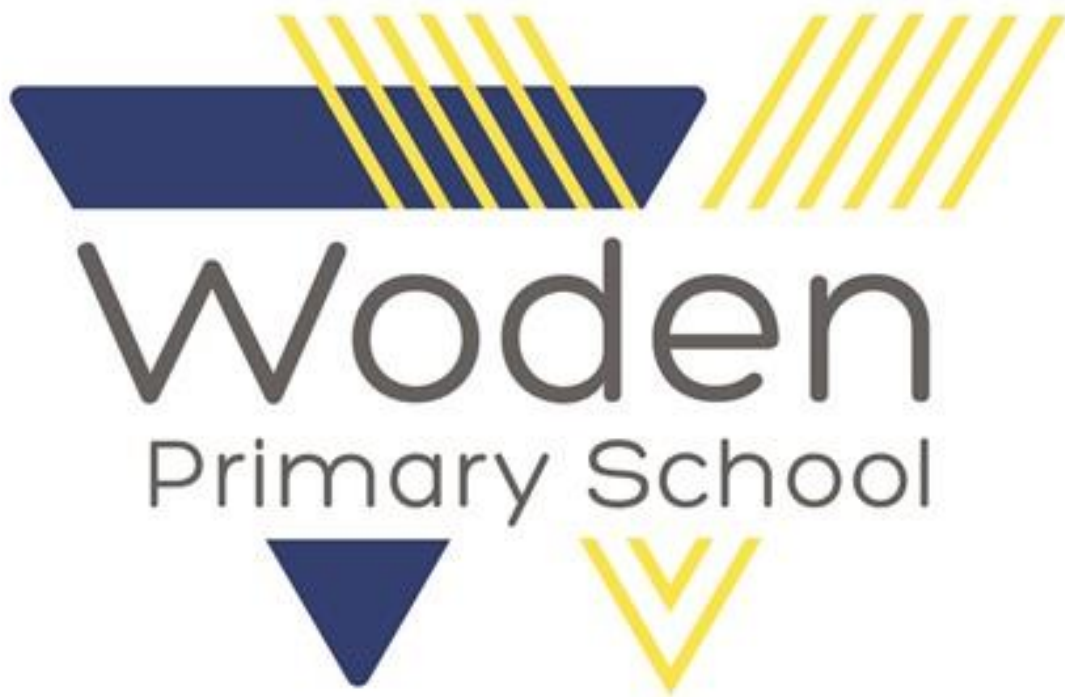


# Home-School Class Dojo Policy



**Autumn 2022**



## Introduction

Class Dojo is an online platform which offers many useful features including positive behaviour management, parent/teacher communication and class/school newsfeeds. To ensure we are able to safely utilise what it has to offer, it is important that all users are aware of the following rules and expectations.

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

### 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 due to covid:

- 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 related to covid through updates, portfolios and messages
- To monitor completion of set tasks and provide feedback where appropriate
- To support children in using online communication media in a positive and appropriate way that is beneficial to their lives.

### Pupils and Class Dojo

- Pupils will be awarded Dojo points when they show positive behaviours such as: sharing, helpfulness, good listening, being ready to learn, achievement, collaboration and behaviours linked to our school values. They may also be awarded points for additional work they complete at home.
- Dojo points will not be taken away for negative behaviour.
- Each term, Class Dojo points will be reset to zero for all pupils.
- Each class teacher will decide how Dojo points will be collated and rewarded, appropriate to age.
- Children do not have access to messaging services through their student accounts.
- Children must not access their parent's account or use it to send messages to their teachers.
- Pupils should not ask for Dojo Points; staff will be on the lookout for pupils who demonstrate the desired positive behaviours.
- Certificates will be awarded to children for every 50 points earned that can be taken home to share with parents / carers.

### Teachers and Class Dojo:

- Teachers will be encouraged to award Dojo points to pupils when they demonstrate positive behaviours or attitudes to learning.
- Dojo points are not taken away for negative behaviours; points will be reset to zero at the beginning of every term.

- Staff should be aware of the working hours (Monday-Friday 8.30am to 4pm) surrounding Class Dojo and that parents may message outside of these times.
- Teachers should not feel pressurised to check or respond to messages outside of the above time frame – all staff should activate ‘quiet hours’ on their account and turn off the option to show messages have been read.
- The Class Dojo app should not be installed on personal devices.
- Staff should register their account using a first name initial only as Class Dojo ‘read’ notifications currently show full names.
- Should teachers receive any messages which they find inappropriate, they must screen shot, add to CPOMs and report them to a member of the Senior Leadership Team immediately so that they can take appropriate action.
- Class Dojo should be primarily used to share information and is not an appropriate way to respond to a concerns a parents or member of staff has about a child. Parents should be spoken to face to face, contacted by telephone or a formal meeting organised in order to resolve any issues.
- Should safeguarding or wellbeing concerns be raised through the use of the platform, teachers are responsible for ensuring that they are recorded on CPOMs and reported in line with our Safeguarding Policy. There is an option to identify any logged incidents with ‘Communication’ and ‘Class Dojo’.

### **Parents/Carers and Class Dojo**

- Parents will receive an introductory letter to demonstrate the benefits of Class Dojo and how it works within the school.
- Parents 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 the Class Dojo website.
- 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.
- By using our school Dojo site, you agree to the terms set out in this usage agreement.
- Within the app or website, parent accounts 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 at any time, however there is no expectation for teachers to reply outside the hours of 8.30am-4pm. This is essential to safeguard the wellbeing and work-life balance of our staff. Class teachers will contact parents if there are issues or concerns and arrange a meeting or telephone call to discuss.
- The following matters should always go through to our **Main Office** and are not the responsibility of teachers to be passed on: absence, sickness, school dinner enquiries and complaints.
- Parents should not use this messaging tool to enquire about the progress of their child on any level, but can use it to arrange a meeting with class teachers to discuss any questions they may have.
- Parents who do not use the messaging system correctly will be given a warning should the service continue to be misused, they will be removed from the platform – this will be given by SLT after investigation.
- Parents should check 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.

Teachers will aim to reply as soon as possible to messages sent during school hours (8.30am-4pm) however, please be aware that any message sent during school hours may not be received immediately due to teaching commitments.

If you require an urgent response, please contact the school office.

Any information regarding pupil absence / illness / appointments should be forwarded to the school office.

### **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. This is a shared experience where they are modelling to and supporting their child in learning how to use online communication well.

Parents must not allow children to access Class Dojo using their parent login; children should access using the 'Pupil' option to ensure they have access to their portfolio.

### **Additional Class Dojo Acceptable Use Terms**

1. You will not post unauthorised 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](mailto: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), code of conduct (for staff) or eSafety policy.

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.

This policy should be read in conjunction with our School Behaviour Policy.