

Leamington CP School



Class Dojo Policy

November 2020



**Leamington
Values**



Friendship



Respect



Honesty



Determination



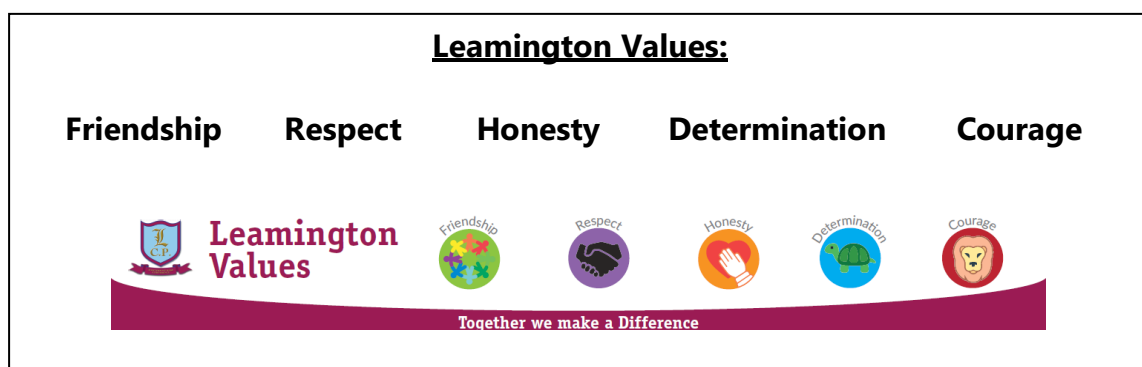
Courage

Together we make a Difference

Leamington Community Primary School: Class Dojo Policy

Introduction and Aims:

At Leamington Community Primary School, we believe in providing a safe, welcoming, happy, calm and purposeful school environment in which children can learn effectively and reach the highest standards of which they are capable. Our core values are at the heart of everything we do with the aspiration that we are all the best that we can be and treat others the way we wish to be treated.



We believe that the partnership between home and school plays a vital role in children's education and that all members of the school community should be valued and supported equally. This policy outlines our usage of ClassDojo - our online system for communication between school and home.

Introduction to ClassDojo:



- ClassDojo is an online tool which offers many useful features including: behaviour management, remote learning, parent/carers and teacher communication as well as class/school newsfeeds. Leamington Community Primary School will use ClassDojo for all of these features.
- 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 document will highlight the stipulations around use from teachers and parents/carers in order to keep ClassDojo safe and a positive communicative tool.
- 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 sign up to the system. All information on ClassDojo is private between teachers, parents/carers and students. Information is never sold and ClassDojo permanently deletes students' personal information when they stop using ClassDojo. Teachers, parents and students 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 social media style interface which manages the flow of frequent information from school to home.
- Class teachers will send parents/carers a passcode which connects them to their child's account - we use ClassDojo from Nursery through to Year 6. Alternatively, parents/carers can contact the office by emailing office@leamington.liverpool.sch.uk to request a joining link to be sent to their email address.
- Pupils will have the opportunity to login to their own area of ClassDojo and change their avatar as well as view their dojo points.
- We will use ClassDojo to keep in touch with you about school events, send reminders, send celebratory messages about learning and activities.
- Class Dojo has three main elements that we will be using:
 - Digital Sticker points - pupils will collect Dojo points from staff members when they show positive behaviours linked to our school values and school rules.
 - Class Story - general class news and celebrations, reminders and updates.
 - Pupil Portfolios - if your child requires work at home for remote learning (i.e. during Covid-19 isolation), work will be set by the class teacher on their Pupil Portfolio. For further information, please see our Remote Learning Policy (available on our website) or at the school office. Please note; that remote learning working hours are 9am-3pm on Monday- Friday.

Parents/carers and ClassDojo:

ClassDojo is only available to parents/carers 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.

- Only parents/carers or legal guardians 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 can be accepted in special circumstances. Please speak to your child's teacher regarding this.
- Parents/carers can view their child's points total and story feed. They can also message their child's class teacher.
- Parents/carers can message teachers using ClassDojo, however please note that a response may only be given during the hours of 8am - 5pm on 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. 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 working hours.
- Information that is sensitive and private should be sent to the teacher via the private messaging platform and will 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/carers who share private or confidential material or information may be removed from ClassDojo.
- 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.

Please note; parents/carers who do not use the messaging system correctly will be given one warning before being taken off ClassDojo.

Teachers and ClassDojo

- Staff should be aware of the working hours (Monday-Friday 8am to 5pm) surrounding ClassDojo and that parents/carers may message outside of these times. Teachers may check and reply to their messages outside of these working hours, but are not required to.
- Should teachers receive any messages which they find inappropriate, they should see the Deputy Headteacher/Headteacher as soon as possible.
- Should a staff member be unable to answer a question via the messaging system, they should ask the parent to phone the school directly.
- Teachers and support staff are encouraged to post updates on their class page - the amount is at their discretion and may include regular reminder posts about swimming/PE days/homework deadlines and other important class events such as trips or assemblies. In addition, celebrations of work should be shared either individually to parents/carers or via the class page.
- Teachers will only use the first names of the children when posting pictures or messages on ClassDojo (they may, on occasions, use the first initial of a child's surname - if there is more than one child that shares the same first name within that class).
- Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service (linked with Leamington Community Primary School's Internet Acceptable Use Policy and Staff Code of Conduct Policy).
- Information that is considered sensitive or private will be communicated with parents/carers only via the private messaging platform, not through Class Story or Student Story.
- Teachers are to make themselves fully aware of the children who do not have permission to have their photographs shared on websites and social media from the school. Teachers will share photos, digital recordings, messages and work samples only for students whose parents/carers have given permission that this information can be shared.

- Teachers cannot share content published on ClassDojo on their personal social media accounts due to a breach of privacy.
- It is not expected that you will need the app on your mobile device, please be mindful of the impact this may have on your personal time if you do decide to have the app on your mobile device.

Leamington Community Primary School's staff and parents/carers who participate in ClassDojo agree to the terms set out in this policy. If these terms are breached, the Headteacher will decide on an appropriate course of action.

For more information about ClassDojo please refer to:

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

Safeguarding:

We have a duty to safeguard and promote the welfare of children.

If we have any concerns that a child may be suffering harm, we have no choice but to refer to Social Services when appropriate.

- The named Designated Safeguarding Lead (DSL) is Iris Kelleher.
- The named Deputy Designated Safeguarding Lead is Mrs. Mellor.
- The nominated governor for Child Protection is Mrs Shaw.
- Copies of the school's *Safeguarding Policy* can be obtained from the school on request.