

St James' Catholic Primary School



Policy for Class Dojo

Reviewed February 2022

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.

The information and protocols in this policy are designed to assist pupils, parents and teachers in the use of Class Dojo as a communication tool at Phil and Jim Primary School. This policy states appropriate and acceptable use.

What is Class Dojo?

Class Dojo is an online platform that is designed to communicate securely between school and home. It is used widely across both primary and secondary schools in the UK successfully.

The Class Dojo app or website offers a social media-style interface which manages the flow of frequent information from school to home. It can be accessed through a smartphone or tablet app or through a desktop browser. Teachers at Phil & Jim will be accessing Class Dojo through school iPads or laptops. It is secure and personal to our school and provides information in an easy to use format similar to Twitter and Facebook.

Class Dojo is compliant with the GDPR. Parents give permission for the school to process their child's data on the system when they complete the data processing consent form.

Our Class Dojo account is only available to parents and pupils who attend St James'. Parents are reminded that they should not take images from Class Dojo and post them elsewhere online. Breaching this requirement will lead to account suspension.

[You can find out more about Class Dojo's Privacy Policy by clicking here.](#)

Parents of children in Nursery - Year 6 will be sent a passcode which connects them to their child's account.

Why we are using Class Dojo at St James'?

- It is easy to use with a child-friendly interface
- It can be used to track and share house points with parents and carers
- Teachers can share work with parents
- Pupils can share their learning with their teacher
- It can be used to upload photos and write comments
- It celebrates the children's learning individually and this can be extended to sharing learning with the whole class
- It is an effective home school communication tool which can be used to support home learning
- Posts can be translated into 35 languages

How Class Dojo will be used at St James'.

Teachers in Nursery to Year 6 will use Class Dojo to communicate the following with parents and carers:

- Points earned by their child in school
- Wow moments / information about work their child is proud of
- Home learning should a 'bubble' close or school go into another lockdown (Covid-19)

Use of Class Dojo during when a bubble or the school is closed

Any learning expected to be completed at home will be shared via Class Dojo.

- Teachers will share resources and links for home learning
- Teachers will share tasks using a Padlet link to be completed at home

Roles and responsibilities

Teacher's Roles

- ☒ To follow all safeguarding policies and staff code of conduct
- ☒ To award house points to children in their class as per guidance
- ☒ To share home learning during periods of lockdown
- ☒ Display images in line with parental consent
- ☒ To use Class Dojo in a positive manner to celebrate learning
- ☒ Post images of learning in the classroom, school trips, residential visits, to share with parents
- ☒ Be aware of online safety in regard to images of pupils

Parent's Roles

- ☒ To follow all safeguarding policies and parent code of conduct
- ☒ To only contact teachers in working hours 8-5:30pm and understand that if messages are sent after this time then the teacher/member of staff may not contact you until these times
- ☒ To use images and house points to discuss with pupils about their learning
- ☒ Provide positive feedback for their child by commenting on, or liking, their work

- ☒ Parents and carers are not permitted to share images shared on Class Dojo via any form of social media

- ❏ To use the whole school communication system; telephone, email to inform the school of important information about pupils

What Class Dojo must not be used for:

- o Replacement of absence notes: an email or telephone call is required
- o Enquiries about classroom or playground incidents. These must be communicated with school in the usual way.
- o A replacement for parent-teacher meeting
- o Complaints; these must be communicated with school in the usual way
- o Communicating messages to the class teacher; these must go through the office
 - o Messages will only be replied to during periods of lockdown.
- o Quiet hours will be set during a period of school closure. This means teachers will not reply outside of the hours of 8.00am-5.30pm, with one hour for lunch.

Residential Trips

- o Teachers may use the Class Story feature whilst children are on residential trips to share information with all parents.
- o Teachers will not respond to individual parent messages or send individual parent messages whilst on residential trips. If parents have any questions whilst children are on residential trips these should be directed via the school office via a phone call.

Acceptable use

This policy should be read in conjunction with our Parent Code of Conduct Policy, E Safety Policy, Homework Policy.

Parents and Carers are expected to follow the usual [Code for Conduct](#) when communicating with school. Pupils will be expected to use appropriate language and show behaviours when using Class Dojo. If there is inappropriate or misuse of the Class Dojo, the headteacher will be informed and the school has the right to terminate use of Class Dojo with individuals or the whole school community.

- Teachers will use Class Dojo on their school iPad or school laptop.
- Teachers will not use Class Dojo to manage unacceptable behaviour.
- Teachers are only expected to look at Class Dojo during the hours between 8.00am and 5.30pm. Quiet times will be set for the rest of the day.
- Class Dojo should not be used to send urgent messages to and from school. These must be sent via the school office email in the usual way.
- Teachers will not engage in any conversations about personal matters via the class page or the messaging service. If parents or carers wish to speak to their child's class teacher about personal matters, this must be done via school email or school phone number.
- School will require consent to share photos on the Class Story page. If parents or carers do not give permission, teachers will not share child's images on the class page. Teachers may still upload photos to a child's individual story which their teacher will be able to see and comment on.

Any abusive, inappropriate or intolerant behaviour on Class Dojo will be reported and the login will be terminated.

Review Date: February 2023

