

St John's CE Primary School

Class Dojo Usage Policy – Guidance and Expectations

Introduction

Class Dojo is an online tool which offers many useful features including:

- Dojo points and awards
- Parent/carers and teacher communication
- Class/school newsfeeds

St John's CE Primary School will use Class Dojo for all of these features.

- Class Dojo is free and works on any iOS/Android/Kindle Fire device or web browser. Parents/carers can also read all Class Story posts and messages in their preferred language instantly.
- Class Dojo is compliant with GDPR and parents/carers 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 Class Dojo is private between teachers, parents/carers and students. Information is never sold and Class Dojo permanently deletes students' personal information when they stop using Class Dojo. Teachers, parents and students can always access and delete their information at any time.

How does Class Dojo work?

- We use the Class Dojo app to communicate securely with parents/carers about their children online. The app offers a comment and liking style interface which manages the flow of frequent information from school to home.
- Parents/carers are sent a passcode which connects them to their child's account – we use Class Dojo from EYFS through to Year 6.
- We will use Class Dojo to keep in touch with you about school events, send reminders, and share celebratory messages about learning and community activities.

Class Dojo has four main elements that we will be using:

Digital Reward Points

Pupils will collect Dojo points from staff members when they show positive behaviours linked to our values and school rules. They will also be awarded a 'Green all day' Dojo at the end of each day if they have stayed on green. The system will also track and communicate with parents any yellow or red cards children may have been given.

Class Story

General class news, celebrations, reminders and updates.

School Story

News from across the school, informing you about whole school events, sporting results and other updates.

Parents/Carers and Class Dojo

Class Dojo is only available to parents and children registered at the school.

Parents are reminded that they should not take images from Class Dojo and post them elsewhere online. What is posted in Dojo stays on Class Dojo. Breaching this requirement will lead to account suspension.

- New parents/carers will receive a covering letter explaining how the app works and how to register. This will include a copy of this policy, which parents accept in full if they sign up.
- Parents/carers can use an invite code to link with their child's class via the app or website. Another parent can also be added if required.
- Only parents/carers or legal guardians will be given access codes.
- Parents/carers can view their child's points total and story feed and can message their child's class teacher.
- Staff will respond to messages between 8am–4pm Monday to Friday. Outside these hours, accounts are set to 'quiet time'.

- Teachers will aim to respond within 48 working hours; immediate responses should not be expected due to teaching commitments.

The following matters should always go through the school office and will not be responded to by teachers:

- Absence (e.g. medical appointments)
- Sickness
- School dinner enquiries
- Complaints
- Music lessons
- Urgent messages (e.g. changes to collection arrangements)
- If parents/carers do not wish their child's photographs or work samples to be shared, they should inform the class teacher.
- Parents/carers must not share Class Dojo content on personal social media accounts. Breaches may result in removal from Class Dojo.
- Class Dojo is used to share positive learning and should not be used to compare children.
- The number of posts may vary depending on school activities and year groups.
- All communication must reflect the Christian ethos and values of the school and remain polite and respectful.

Parents who misuse the messaging system will receive one warning before being removed from Class Dojo.

Staff and Class Dojo

- Staff should respond to messages within working hours (Monday–Friday, 8am–4pm).
- Staff should not routinely check messages outside these times.
- Inappropriate messages should be reported to a line manager.

- Sensitive issues should be redirected to the school office.
- Teachers and support staff are encouraged to post updates on their class page, including reminders (e.g. PE days, homework, trips, events).
- **In addition, once a week class teachers will share work from the week or celebrate learning on the class page.**
- Only children's first names (and initial if needed) will be used.
- Staff will only reply to parents of children they teach.
- Personal matters must not be discussed via Class Dojo.
- Sensitive information must be shared via private messages only.
- Staff must be aware of pupils without photo permissions and ensure these are respected.
- Content must not be shared on personal social media accounts.
- Staff are not required to download the app on personal devices and should consider work-life balance if they do.

Final Statement

Teachers, parents and carers at **St John's CE Primary School** who use Class Dojo agree to follow this policy. Any breach will be addressed by the Headteacher, who will decide on appropriate action.

Further Information

For more information about Class Dojo, please visit:
<https://www.classdojo.com/resources/#parents>