



Class Dojo Policy

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 Wood Bank Special School. This policy states appropriate and acceptable use.

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.

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. An introduction to Class Dojo video can be found here:

<https://www.youtube.com/watch?v=5rBdJ-3LneM>.

This video gives an overview of what Class Dojo offers. More in-depth information can be provided by the class dojo mentor and/or school leaders.

Class Dojo has five main elements:

Element	Purpose
1 Class Dojo Points	<ul style="list-style-type: none">• Dojo points will be awarded to pupils related to individual class needs.• Parents/carers will receive notification when the pupils have received a dojo point.• At the end of each half term, Dojo points will be celebrated via an assembly.
2 Class Story	<ul style="list-style-type: none">• Class Story is a feature that teachers can use to share photos, videos, and announcements about their class with all the parents connected to that class.
3 School Story	<ul style="list-style-type: none">• School Story is a feature that verified teachers and school leaders can use to share updates, important messages, and photos and videos from around the school with all of the connected parents of verified teachers in the school.• Kitchen staff will use the School Story to post the lunch time choices for pupils in class to choose.• Admin will use the School Story to post important information for parents/carers.
4 Portfolios	<ul style="list-style-type: none">• Each pupil has their own individual portfolio which gives parents/carers/teachers the ability to showcase learning by adding photos and videos to their own digital portfolios. Individuals can create and upload photos, videos and drawings through ClassDojo. Users can also upload Microsoft Office files, PDFs, and image files from any laptop.

5

Messages

- The messaging section within Class Dojo will be used to replace the current home school diaries where possible. It will be used to communicate general information about the child's day.
- Staff Messaging is also now available for School Leaders and Teachers to communicate with each other via Class Dojo.

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, tablet app, or desktop internet browser. Teachers at Wood Bank will be accessing Class Dojo through school iPads or laptops. It is secure and personal to our school, providing information in an easy-to-use format (in a similar style to social media platforms such as 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.

The programme we are using is free and does not require any user to purchase the app. Our Class Dojo account is only available to parents and pupils registered at Wood Bank. Parents/carers will be sent a passcode which connects them to their child's account. Parents/carers are also 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 here:

<https://www.classdojo.com/en-gb/privacycenter/?redirect=true>

Why are we using Class Dojo?

- 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/carers
- 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 used to support home learning
- Posts can be translated into 35 languages

How Class Dojo will be used at Wood Bank

Teachers will use Class Dojo to communicate the following with parents and carers:

- Dojo points earned by their child in school
- Wow moments / information about learning within the school environment

- Home learning should a 'bubble' close or school go into another lockdown (Covid-19)
- Be used to communicate important information between home and school

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

- Teachers will share resources and links for home learning
- Teachers will share tasks to be completed at home
- Pupils will be able to share their completed work with their teacher
- Teachers will give feedback to the children on the learning they have completed
- Parents/carers will be able to keep in contact and arrange virtual teaching sessions

Roles and Responsibilities

Teachers' 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 weekly homework with children and parents
- To share home learning tools and work during periods of lockdown
- Display images in line with parental consent
- To use Class Dojo in a positive manner which celebrates learning
- To post images of learning in the classroom, school trips, residential visits, and to share these with parents/carers
- Being aware of online safety regarding images of pupils

Parents/carers' Roles

- To follow all safeguarding policies and parent code of conduct
- 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

Acceptable use

Parents and Carers are expected to follow the usual Code for Conduct when communicating with school. All individuals with access to Class Dojo will be expected

to use appropriate language and show appropriate 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 and not on their personal devices.
- Teachers are only expected to look at Class Dojo during teachers working hours between 8.30am and 4:30pm. Quiet times will be set for the rest of the day.
- Not to be used as a general communication platform during school holiday periods.
- 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 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 parent 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

Acceptable use specifically relating to periods of school closure:

- Class Dojo will be used as the tool for setting home learning during periods of school closure.
- Tasks will be set via uploaded documents and may be accompanied by a short teacher video if necessary.
- Parents/carers can take a photo of their child's work and upload it to their portfolio for their teacher to view.
- The teacher will acknowledge it by 'liking' it and may add an additional comment on some pieces of work.
- Parents and carers may use the messaging tool on Class Dojo only during periods of school closure to ask questions about the home learning set or seek clarification. Parents and carers must remember that teachers will be responsible for the needs of all pupils in their class and must not mis/overuse this tool.

Please read in conjunction with the following policies:

- Behaviour Policy
- Home Learning Policy

- Parent Code of Conduct
- E Learning Policy
- Safeguarding Policy

What Class Dojo must not be used for:

- Replacement of absence notes: an email or telephone call is required
- Enquiries about classroom or playground incidents. These must be communicated with school in the usual way.
- A replacement for parent-teacher meeting
- Complaints; these must be communicated with school in the usual way
- Quiet hours will be set during a period of school closure. This means teachers will not reply outside of the hours of 8.30am- 4:00pm, with one hour for lunch.

Date policy created	March 2023
Date policy to be reviewed	March 2025
Signed Acting Headteacher	