



Class Dojo

Class Dojo Policy Use in School and for Remote Learning

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Chair of Governors: John Collinson

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Date of next review: September 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.

This policy is the responsibility of the Curriculum and Standards Committee of the Governing Body.

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 Bowburn Primary School. This policy state 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. An introduction to Class Dojo [Class Dojo user guide](#) can be found here. This video gives an overview of what Class Dojo offers; please bear in mind we have tailored the services it offers to fit the needs of our school, so not all aspects that you may see in the video will be in use at Bowburn Primary.

Class Dojo has four main elements:

	Use when school is open	Use during any form of lockdown
Dojo points	Staff will be using this to record points earned by each child. We will share this information with parents and carers each week.	Staff will be using this to record points earned by each child. We will share this information with parents and carers each week.
Class Story	Teachers will use this element to share class homework each week. Teachers will use this to give out any general messages or share class things with all parents.	Teachers will use this element to share home learning, general class news, celebrations, updates and reminders relating to the class.
Student Story	This element will be used by each pupil to submit their homework. Teachers will use this element to give feedback to pupils about their homework.	This element will be used by each pupil to share their home learning with their teacher. Teachers will use this element to feedback to each pupil.
Messaging	This element will not be used.	This element will be used to communicate between teachers and parents during school hours (8am-4pm only)

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 Bowburn Primary will be accessing Class Dojo mainly 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 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 registered at Bowburn Primary. 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.

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

Why we are using Class Dojo at Bowburn Primary

- It is easy to use with a child-friendly interface.
- It can be used to track and share Dojo points with parents and carers.
- Teachers can share work with pupils.
- 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 Bowburn Primary

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

- Dojo points earned by their child in school.
- Wow moments/information about work their child is proud of.
- Homework their child is to complete.
- 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 to be completed at home.
- Pupils/parents will be able to share the completed work with their teacher.
- Teachers will give feedback to the children on the learning they have completed.

Roles and responsibilities

Teacher's Roles

- To follow all safeguarding policies and staff code of conduct.
- To award Dojo points to children in their class as per guidance.
- To share weekly homework with children and parents.
- 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 use images sent from school and Dojo points to discuss with pupils about their learning.
- Provide positive feedback for their child by commenting on, or linking, 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 eg illness, NOT Class Dojo.

What Class Dojo must not be used for:

- Replacement of absence information: 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 (though teacher reports may be shared when parent meetings are not taking place due to Covid restrictions)
- Complaints; these must be communicated with school in the usual way.
- Communication messages to the class teacher; these must go through the school office.
- Messages will only be replied to during periods of lockdown.
- **Quiet hours will be set during a period of school closure. This means teachers will not reply outside of the houses of 8.30 am – 4.00 pm, with one hour for lunch.** During these times, parents and carers should expect that teachers will reply.

Residential Trips

- Teachers may use the Class Story feature whilst children are on residential trips to share information with all parents.
- 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 E-Safety Policy, Acceptable Use Policy, Safeguarding Policy.

Parents and Carers are expected to follow the usual policy 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 the 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.
- Class Dojo points are used in the same way as house points and teachers will award Dojo points for the following areas:
 - Showing shared values
 - Behaviour for learning
 - Keeping ourselves safe
 - Teamwork
 - Completing reading or other home work at home
- Teachers will not use class Dojo to manage unacceptable behaviour.
- Teachers are only expected to look at Class Dojo during the school hours between 8.30 am and 4.00 pm. 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 or text 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.
- Teachers will not use Dojo for non-essential class information e.g. trip reminders, asking for help, to highlight pupil achievements, or check letters have reached home.
- Teachers may not be checking Class Dojo on the days they are teaching in school. Please be patient and understand that teachers are working hard to provide home learning and teach in school, as well as monitoring Class Dojo.

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

Acceptable use specifically relating to period 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.
- Children/parents can take a photo of their work and upload it to their portfolio for their teacher to view.
- The children 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
- Homework Policy
- E-Learning Policy
- Acceptable Use Policy
- Child protection/ Safeguarding Policy