



Class Dojo Acceptable Use Policy

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Version History

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Class Dojo Acceptable Use Policy

1. Introduction:

- 1.1. Class dojo is a free online tool and app which connects parents and carers with teachers. There are many features that come with class dojo, the features we intend to use are designed to update you regularly with information and school events and improve parent/teacher communication with the 1:1 instant messaging service.
- 1.2. It is essential that you download and use class dojo to keep up to date with information from school and your child's class teacher.
- 1.3. We do not expect any of our parents to pay for class dojo and would urge you not to sign up for the dojo plus subscription service – this is not necessary for our school community.
- 1.4. You will receive an email from your child's class teacher with a link to follow and set up class dojo. Your child's class teacher will also discuss using class dojo and the acceptable use policy with you.

2. Aims:

- 2.1. To establish more effective communication links with parents.
- 2.2. To strengthen our school community through increased involvement of parents and carers.

3. How does class dojo work?

- 3.1. The following are the features we intend to use and their purpose:
 - 3.1.1. **School stories** – will be updated regularly to inform all parents/carers in the school of upcoming events, better together sessions, health and safety updates or interesting information to support with life at home.
 - 3.1.2. **Class stories** – will be used by class teachers to share staffing information, topics, planning, resources and relevant class information with parents and carers.
 - 3.1.3. **Messages** – will be used by class teachers and parents/carers to communicate directly about day to day occurrences.
- 3.2. There are two types of messages:
 - 3.2.1 **Class chats** can be seen by all parents and carers of children in the class. It is important to make sure you do not share personal and/or private information in the class chat.
 - 3.2.2 **Private chats** can only be seen by the parent/carer and child's teacher – you can use the private chat to share personal and/or private information.

4. All users of class dojo:

- 4.1. Should understand that class dojo is a positive platform and be respectful to other users of dojo including teachers and families. Any complaints of inappropriate conduct will be reported to the School Senior Leadership team for further investigation and relevant consequences.

- 4.2. Should understand that teachers may not respond to messages immediately as their priority is class teaching, this is similar to communication through emails. For messages that require an urgent response, parents should telephone and speak to a staff member.
 - 4.3. Should understand that teachers will report any safeguarding or health and safety concerns through school policies and procedures immediately.
 - 4.4. Should be aware that higher level teaching assistant's (HLTA) or equivalent do not have access to class dojo and cannot communicate through this channel when covering classes.
 - 4.5. Should understand that teachers are not notified of any messages until they open the website – this may cause some delay in teacher response times.
 - 4.6. Should use class dojo to arrange meetings (virtual or in person) to discuss your child's progress in school.
 - 4.7. Should adhere to the working hours (Monday-Friday 8.00am-5pm) for class dojo, this is to protect our teacher's work life balance.
 - 4.8. Should check class dojo regularly (at reasonable times) to keep up to date with events, messages and comments.
 - 4.9. Should be aware of, and use, the most appropriate channel of communication to convey sensitive and personal messages; adhering into our information governance and data protection policies at all times.
 - 4.10. Teachers should regularly update their class stories to showcase activities, resources, plans being used in class. The amount and frequency of this information will vary between classes.
 - 4.11. Should understand that teachers may telephone parents and carers, at a mutually convenient time, in response to a message if they need to discuss matters further.
 - 4.12. Will not share photographs or names of children in spaces where more than one parent or carer can view a post (class stories or class chat). This is to safeguard all children. If parents want to share photographs of their children, they can share directly with class teachers through the evidence for learning app.
5. **A few things that parents and carers may want to consider:**
- 5.1. should use the messaging function to update teachers on their child's wellbeing e.g. what they have eaten, how they have slept through the night.
 - 5.2. Should use the messaging function to update teachers with information about what you and your family have done in the evening, weekends, or school holidays.
 - 5.3. Should use class dojo to ask about participation in school or class events.

- 5.4. To help with school staffing arrangements any absences, appointments, or alternative arrangements for pick up or drop off should be reported through a phone call to Dawn Hufton or school staff, not through class dojo.
- 5.5. A phone call to the school nursing team should be made to discuss changes in your child's medication or feeds, not through a message on class dojo.