

# Class Dojo Policy

## ISP School



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# Class Dojo Policy

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## Definitions & key terms in this policy:

Network	A collection of devices connected to one another to allow the sharing of data
App	A piece of software that can run through a web browser and on a smartphone, tablet or other electronic devices
GDPR	The European Union (EU) has established the General Data Protection Regulation (GDPR) to protect the processing of an individual's personal data and the free movement of that personal data

## Aim of this Policy

To clarify the expectations for all staff and parents/carers using Class Dojo.

## Introduction

'Class Dojo' will:

- Show and share with parents/carers examples of their child's learning and engagement at school.
- Enhance our positive relationship with parents/carers outside school
- Celebrate our pupils' individual achievements during the day
- Provide an additional and more personal form of communication between school and parents/carers
- Show the progress pupils are making towards their learning goals and EHCP outcomes
- Help staff communicate more effectively with parents/carers

'Class Dojo' is a private and secure school communication platform that connects staff and parents/carers. It is a free app that works on a range of devices including; iOS, Android, Kindle Fire and on any web browser. It can be downloaded from the Apple App Store and Google Play Store.

As well as a communication platform, staff use Class Dojo as a reward system which awards skills points related to subject work, engagement and behaviour. This is an immediate, visual and cumulative system to encourage achievement and manage behaviour. Pupils and parents have access to a daily, weekly or monthly report, in the form of a Pie chart, on pupils' skills achieved and areas that need work. Pupils receive a certificate when they have achieved 100 Dojo points during weekly celebration assemblies.

Positive		Needs work	
 1 Art	 1 Attendance	 1 Being kind	 1 Being polite
 1 Computing	 1 Drama/Photography	 1 Employability	 1 English
 1 Follow instructions	 1 Food Tech	 1 Good listening	 1 Health Ed/RSE
 1 Helping others	 1 Humanities	 1 In class	 1 Keeping safe

Table 1: Example of positive skills available for teachers to choose when they award points

Positive		Needs work	
 -2 Being Unkind	 -2 Being disrespectful	 -5 Bullying	 -2 Inappropriate behaviour
 -1 Inappropriate languages	 -1 Refusing to work	 -1 Rude	 -2 Swearing
 -3 Unsafe	 Edit skills		

Table 1: Example of 'needs work' skills available for teachers to choose when they deduct points



As parent, the app allows you to do the following:

- Message with your child's class teacher via a 1:1 instant messaging service.
- View class news and reminders on Class Story - a private feed of moments from the classroom and school that only pupils, parents/carers, teachers and school leaders can see.
- View, like and comment on pictures and/or videos that your child's staff team post to your child's portfolio – a private portfolio of content that only the pupil, their parents, teachers and school leaders can see.

### **What is expected of staff using Class Dojo?**

- Teachers are expected to create a Class Dojo account via the website [www.classdojo.com](http://www.classdojo.com) and to download the free app onto their school iPad/laptop.
- Teachers are expected to send out invitations to the parents in their class, and regularly encourage parents to join up. Teachers will add any new children to their class part way through the year (as appropriate) and remove any children and their family who leave the School.
- If parents are unable/reluctant to join Class Dojo, the teacher is expected to encourage/support the parent. Alternative forms of communication such as positive phone calls or contact books need to be considered, if Class Dojo is not used by parents.
- Teachers and support staff are encouraged to post updates on their class page. The frequency of information shared is at teacher's discretion, but the following should be a minimum:
  - Class Dojo points will be used in all classes as a reward system for learning, behaviour and achievements.
  - Celebrations of work shared either individually to parents or via the class page.
  - Regular reminders about class events such as sport and leisure, trips or assemblies.
- All members of staff using Class Dojo are required to set 'quiet hours' on their page, this is where parents are informed that you may not read or reply to messages out of the designated hours. It is suggested that quiet hours are between 5.00pm and 8.00am.
- Teachers are respectfully reminded not to engage in any conversations about personal matters via the class page or the messaging service.
- Appropriate and professional language must be used at all times.
- Teachers will NOT share any concerns with parents/carers via Class Dojo, these will be communicated to parents via face to face meetings, emails and/or phone calls.

Parents/carers can access and set up an account on 'Class Dojo' using a unique parent code provided by their child's teacher, or through an email invitation containing the unique parent code. Parents can only view their own child/children's feedback points (if elected to be shown by their child's teacher) and portfolios, not those of any other pupils.

### **What parents/carers can expect**

- Parents/carers can expect teachers to provide updates on their child's progress via Class Dojo in the form of photos, videos and messages.



- Parents/carers can expect at least one message, photo or video from their child's class teacher each day. Teacher may replace a positive phone call by sharing a positive video/message/photo with a comment via Class Dojo.
- Parents/carers will only have communication on Class Dojo about their child's progress and engagement, any other concerns will be communicated via face to face meetings, emails and/or phone calls.

### **What we expect of our parents/carers**

To engage with their child's learning and progress using Class Dojo.

- To share successes and activities outside school that support their child's progress and outcomes.
- To use Class Dojo only for educational related matters with members of staff (not personal).
- To respect the other pupils in their child's class and their families.
- To safeguard all of our children and young people, photos or screen shots that include other pupils, are not allowed to be shared on any social media platform.
- To share any sensitive information or concerns with staff via phone calls, e-mails or face to face meetings.

### **Safeguarding**

All staff users of Class Dojo should make themselves fully aware of the children who are in Local Authority Care or who do not have permission to have their photographs shared on websites and social media from the school. This information is held centrally in school. For these pupils the procedures for sharing with parents will be made between the class teacher and parent/carer. The Class Dojo school home page must only be used by the Head Teacher or designated administrator. School Leaders will monitor Class Dojo activity to ensure it is being used appropriately.

### **General Data Protection Regulation (GDPR)**

'Class Dojo' is legally committed to never sharing any pupil personal information with advertisers, marketers or any third parties. They do not retain pupils' personal information that a school no longer needs and pupils' feedback points are deleted after 12 months.

### **Data Privacy**

Staff must not download the 'Class Dojo' app on any personal devices.

### **Monitoring**

No pupil's account, profile, or portfolio is made available or visible to the public through 'Class Dojo'. Only the pupil, the pupil's parents, and the pupil's teachers or school leaders can see the pupil's profile and portfolio. Class Story is visible by pupils, parents and school leaders who have logged into their accounts and are associated with that particular class. They are not viewable by the general public.



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 by the Leadership Team who are 'co-teachers' for all classes.