



Norwich Road Academy

Class Dojo Usage Policy

Date of policy	May 2024
Member of staff responsible	J. Purvis
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ClassDojo Usage Policy – Guidance and Expectations



Our School Vision

'Building our love of learning together'.

At Norwich Road Academy, our work is underpinned by our values of: Be Proud, Connect, Motivate, Empower, Aspire, Transform. These form the foundations for everything we do and are embedded across the school ethos.

Norwich Road Academy is committed to valuing diversity and to equality of opportunity. Therefore, we aim to create and promote an environment in which pupils, parents/carers and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities.

Class Dojo supports positive communication between our academy community and promotes our aims and values.

Introduction

- 1.1 ClassDojo is an online tool which offers many useful features including: positive behaviour management, parent/carers and teacher communication as well as class/school newsfeeds and access to remote learning. Norwich Road Academy will use ClassDojo for all of these features.
- 1.2 ClassDojo is free and works on any iOS/Android/Kindle Fire device or web browser. Parents/carers can also read all Class Story posts in their preferred language instantly.
- 1.3 In order for the system to work efficiently and effectively, this document will highlight the stipulations around use from teachers and parents/carers in order to keep ClassDojo as a positive tool.
- 1.4 These stipulations will be annually reviewed during and after implementation of ClassDojo to reflect the values of the school.
- 1.5 All information on ClassDojo is private between teachers, parents/carers and students. Information is never sold and ClassDojo permanently deletes students' personal information when they stop using ClassDojo. Teachers, parents and students can always access and delete their information at any time.

How does Class Dojo work?

- 2.1 We use the ClassDojo App to communicate securely with parents/carers about their children online. The app offers a Facebook style interface which manages the flow of frequent information from school to home.
- 2.2 Parents/carers are sent a passcode which connects them to their child's account - we use ClassDojo from nursery all the way through to Year 6.
- 2.3 Pupils will have the opportunity to login to their own area of ClassDojo and change their avatar (monster) as well as view their points.
- 2.4 We will use ClassDojo to keep in touch with families about school events, send reminders, send celebratory messages about learning and community activities.

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

- **Digital Sticker points** - Pupils will collect Dojo points from staff members when they show positive behaviours linked to our values and school rules such as: sharing, kindness, being helpful, listening, ready to learn, achievement, collaboration and behaviours linked to the thinking skills. Teachers can personalise skill points to the needs of their classes.
 - **Class Story** - general class news and celebrations, reminders and updates.
 - **School Story** - news from across the school, on the day it happens, informing you about whole school events, sporting results and other whole school information and updates.
- 2.5 We will use the Pupil portfolio aspect of Class Dojo to support homework and remote learning.

Parents/Carers and ClassDojo

- 3.1 Parents/carers can use a generated invite code in order to link with their child's class, either through the use of the smart phone app or website. They may also be invited to join via a mobile phone or email link.
- 3.2 Only parents/carers or legal guardians will be given access codes to ClassDojo. It is expected that up to two parents will be linked to a child's account; any additional adults will only be accepted in special circumstances.
- 3.3 Parents/carers can view their child's points total and story feed. They can like posts. The ability to comment on portfolio posts, school story and class story posts will be monitored and managed by teaching and leadership staff.
- 3.4 Parents/carers can message teachers, however 'quiet time' is set so parents are aware that teachers may not respond instantly.

- 3.5 Parents/carers should be aware that teachers will not necessarily respond to messages straight away, but will endeavour to do so within 48 hours during working days only. They may also not read the message sent until the end of the day due to their teaching commitments.
- 3.6 Parents/carers should be aware that an immediate response cannot be expected, as the main priority of staff is to teach, and a response will be given as soon as possible, during the working hours.
- 3.7 Parents/carers should only message their child's class teacher (or the teacher responsible for covering the class during the class teacher's PPA time) and should not use ClassDojo to message any other members of the school staff. If messages are sent to anyone other than your child's class teacher, they will be ignored.
- 3.8 Parents/carers should not use this messaging tool to enquire about the progress of their child on any level, but can use it to arrange a meeting with class teachers to discuss any questions they may have.
- 3.9 The following matters should **always** go through the Reception desk and will not be responded to by teachers:
- Absence (such as medical appointments)
 - Sickness
 - Complaints
 - Urgent messages (e.g. collection of children)
- 3.10 Information that is sensitive and private will be sent to the teacher via the private messaging platform and remain confidential. Any safeguarding concerns will be brought to the attention of the DSL team.
- 3.11 If parents/carers do not wish for their child's photographs, digital recordings or work samples to be published on ClassDojo they must indicate so on the academy photo permission form.
- 3.12 Parents/carers cannot share photographs, messages or work samples published on ClassDojo on their personal social media accounts due to a breach of privacy. Parents/carers who share private or confidential material or information may be removed from ClassDojo.
- 3.13 Parents/carers will recognise that ClassDojo is a means to share positive understandings of classroom and whole school learning. It should not be used to compare students work samples, digital recordings or photographs.
- 3.14 Parents/carers will understand that the number of posts will not be consistent from week to week and will be dependent on events that are happening in school. The number and content of posts may also differ across year groups.
- 3.15 Any negative or offensive comments posted on our classes or academy whole school feed will be deleted. Any complaints or issues should follow the appropriate channels and follow the agreed policy.

Teachers and ClassDojo

- 4.1 Should teachers receive any messages which they find inappropriate, they should see their line manager as soon as possible.
- 4.2 Should a staff member be unable to answer a question via the messaging system, they can ask the parent to phone the school directly. Teachers are encouraged to use face to face or telephone communication where possible to discuss issues.
- 4.3 Any messages which refer to absences, sickness, progress etc., should be directed to the school office with a brief message.
- 4.4 Teachers and support staff are encouraged to post updates on their class page- the amount is at your discretion and may include regular reminder posts about swimming/PE days/homework deadlines and other important class events such as trips or assemblies. In addition, celebrations of work should be shared either individually to parents/carers or via the class page.
- 4.5 Teachers will regularly share messages via the Class Story page that promote positive understandings of class and whole school learning.
- 4.6 Teachers will only use the first names of the children when posting pictures or messages on ClassDojo (and may, on occasions, use the first initial of a child's surname also if there is more than one child that shares the same first name within that class).
- 4.7 Information that is considered sensitive or private will be communicated with parents/carers only via the private messaging platform, not through Class Story or Student Story.
- 4.8 All users of Class Dojo are to make themselves fully aware of the children who are in LA care or who do not have permission to have their photographs shared on websites and social media from the school. Teachers will share photos, digital recordings, messages and work samples only for students whose parents/carers have given written permission that this information can be shared.
- 4.9 Teachers cannot share content published on ClassDojo on their personal social media accounts due to a breach of privacy.
- 4.10 It is not expected for teachers to install the app on their mobile device. Teachers must be mindful of the impact this may have on their personal time if they do decide to install the app.
- 4.11 Teachers will check in daily with Class Dojo, during working hours only. There is no expectation that staff will reply to messages sent outside school hours.