

INTERNAL USE ONLY



CLASS DOJO POLICY

Policy Review	September 2024	
Ratification of Policy by School Governors	November 2024	
Next Review Date	September 2027	

Fort Hill Integrated Primary School

Class Dojo Policy

At Fort Hill Integrated Primary School and Nursery Unit we aim to provide a positive learning environment for all children, where effective teaching and learning can take place. We believe that effective communication between home and school is essential to supporting children in their learning.

Aims

To establish more effective communication links with parents/guardians.
To enhance the current effective behaviour policy.

Introduction

ClassDojo is an online tool which offers many useful features including: positive behaviour reinforcement, parent/guardian and teacher communication as well as class/school newsfeeds.

Fort Hill Integrated Primary School will use ClassDojo for all of these features (there may be some exceptions in our Nursery Unit and Foundation Stage).

ClassDojo is free and works on any iOS/Android/Kindle Fire device or web browser.
Parents/guardians can also read all Class Story posts in their preferred language instantly.

In order for the system to work efficiently and effectively, this document will highlight the stipulations around use from teachers and parents/guardians in order to keep ClassDojo as a positive tool. These stipulations will be reviewed.

ClassDojo is compliant with the GDPR and parents/guardians give permission for the school to process their child's data on the system when they join the service. All information on ClassDojo is private between teachers, parents/guardians and children. Information is never sold and ClassDojo permanently deletes pupils' personal information when they stop using ClassDojo. Teachers, parents and children can always access and delete their information at any time.

How does Class Dojo work?

Fort Hill Integrated Primary School and Nursery Unit uses the ClassDojo App to communicate securely with parents/guardians about their children online. The app offers a Facebook style interface which manages the flow of frequent information from school to home.

Parents/guardians are sent a passcode which connects them to their child's account - we use ClassDojo from Nursery all the way through to Primary 7.

Pupils will have the opportunity to login to their own area of ClassDojo and change their avatar (monster) as well as view their points. Please note, children do not have access to use messaging services through ClassDojo.

Class Dojo is a secure site and provides information in an easy to use format similar to Twitter and Facebook. Fort Hill Integrated Primary School will use ClassDojo to keep in touch with parents about school events, send reminders, send celebratory messages about learning and community activities.

Class Dojo has three main elements that school uses:

- Digital Sticker points - Children will collect Dojo points from staff when they show positive behaviours linked to our school rules and routines. Dojo points will not be taken away for negative behaviour.
- Class Story - general class news, photographs and celebrations, reminders and updates.
- School Story - news and photographs from across the school, informing you about whole school events, sporting results and other whole school information and updates.

Children will be able to submit certain homework through their Student Portfolio.

Expectations for Teachers

Staff should be aware of the working hours surrounding ClassDojo and that parents/guardians may message outside of these times. Teachers are asked to refrain from checking their messages outside of these working hours.

Should teachers receive any messages which they find inappropriate, they will report them to the Principal or Vice Principal immediately so that they can take appropriate action.

Should a staff member decide that Class Dojo is not a suitable way to respond to a question/concern, they may instead decide to telephone parent or organise a formal meeting.

Should a staff member be unable to answer a question via the messaging system, they may ask the parent to phone the school directly.

Any messages which refer to absences or sickness should be communicated directly to the class teacher prior to the commencement of the school day.

Messages regarding classroom incidents, progress etc., should be directed to the school office with a brief message.

Teachers and support staff are encouraged to post updates on their class page- the amount is at their discretion and may include 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/guardians or via the class page.

Teachers will share messages and work samples via the Class Story page that promote positive understandings of class and whole school learning.

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).

Information that is considered sensitive or private will be communicated with parents/guardians only via the private messaging platform, not through Class Story or School Story.

All users of Class Dojo are to make themselves fully aware of the children who are in Looked After 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 pupils whose parents/guardians have given permission that this information can be shared. Teachers cannot share content published on ClassDojo on their personal social media accounts due to a breach of privacy.

It is not expected that teachers will need the app on a personal mobile device, as school is mindful of the impact this may have on teacher's personal time and emotional well-being.

Parents/Guardians Responsibilities

When parents use the Class Dojo service, they accept this policy in full.

ClassDojo is only available to parents and children registered at the school. **Parents are reminded that they should not take images from ClassDojo and post them elsewhere online. What is posted in Dojo stays in Dojo. Breaching this requirement will lead to account suspension.**

When first joining the service, parents/guardians 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.

Only parents/guardians will be given access codes to ClassDojo. It is expected that up to two guardians will be linked to a child's account; any additional adults will only be accepted in special circumstances. Requests received from any other persons will be rejected.

Parents/guardians can view their child's points total and story feed and they can 'like' class posts.

A response to a comment or query will only be given during the working hours (Teachers working hours) as the rest of the time Dojo is set on 'quiet time'. Teachers are asked to refrain from checking their messages outside of these working hours.

Parents/guardians should be aware that an immediate response cannot be expected and teachers will not necessarily respond to messages straight away. They will endeavour to do so at their earliest convenience during working days only. They may also not read the message that you have sent until the end of the day (or next day) due to their teaching commitments, extra-curricular commitments, leadership meetings etc.

The following matters should always go through the School Office:

- School dinner enquiries
- Concerns
- Extra-Curricular Clubs/Music lessons
- Urgent messages (e.g. collection of children)
- Requests for appointments (with a staff member or Principal)

Any messages which refer to absences or sickness should be communicated directly to the class teacher prior to the commencement of the school day.

Messages regarding classroom incidents should be directed to the school office with a brief message (Telephone: 02892 664505, Email: info@forthillips.lisburn.ni.sch.uk)

Should a staff member be unable to answer a query via the messaging system, they will ask the parent to phone the school directly.

All parents are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service.

Parents and Guardians will give permission for their child's photographs, work samples and digital recordings through the school photograph consent form.

Parents/guardians cannot share photographs, messages or work samples published on ClassDojo on their personal social media accounts due to a breach of privacy. Parents/guardians who share private or confidential material or information will have their account suspended.

Parents/guardians will recognise that ClassDojo is a means to share positive understandings of classroom and whole school learning. It should not be used to compare pupils work samples, digital recordings or photographs.

Parents/guardians 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.

Monitoring of the policy

It is the responsibility of all members of staff who use ClassDojo to ensure it is used according to this policy. Monitoring of the policy will be by Senior Leaders who may view the Class Dojo page at regular intervals to ensure the policy is being adhered to. Fort Hill Integrated Primary School teachers, parents & guardians who participate in ClassDojo agree to the terms of the Code of Conduct. If these terms are breached, the Principal will decide on an appropriate course of action. For more information about ClassDojo please refer to: <https://www.classdojo.com/en-GB/#LearnMore>