

ClassDojo Policy



RIVERSIDE BRIDGE SCHOOL
INSPIRE, EMPOWER, ACHIEVE



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1. Introduction

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

Riverside Bridge Special School will use ClassDojo as a positive reinforcement for behaviour and to showcase the learning taking place in classrooms as well as a means of daily communication with parents and carers.

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.

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

These stipulations will be annually reviewed during and after implementation of ClassDojo to reflect the values of the school.

ClassDojo is compliant with the GDPR and parents/carers give permission for the school to process their child's data on the system when they complete the data processing consent form. All information on ClassDojo is private between staff, parents/carers and pupils. Information is never sold and ClassDojo permanently deletes pupils' personal information when they stop using ClassDojo. Staff, parents and pupils can always access and delete their information at any time.

2. Aims

- To establish more effective communication links with parents/carers.
- To support positive behaviour for learning.
- To enhance school-home communication.
- To encourage parental engagement.

3. How Class Dojo works

We use the ClassDojo App to communicate securely with parents/carers about their children's learning online. The app offers a Facebook style interface which manages the flow of frequent information from school to home.

Parents/Carers are sent a passcode which connects them to their child's account - we use ClassDojo across all pathways in the school.

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, pupils do not have access to use messaging services through ClassDojo.

It provides an easy way for parents/carers to join the conversation. It is secure and personal to our school and provides information in an easy-to-use format similar to Twitter and Facebook.

We will use ClassDojo to keep in touch with you about class events, send reminders and send celebratory messages about learning.

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

- **Daily communication with parents/carers** - facilitate regular communication between staff, pupils, and parents/carers, keeping everyone informed about progress and behaviour.
- **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 being resilient, inclusive, respectful and aiming high.
- **Class Story** - general class news and celebrations, reminders and updates.

4. Staff and ClassDojo

All staff using Class Dojo will communicate to parents/carers regarding learning going on in class and to celebrate any achievements. Parents/carers are welcome to leave comments about the learning happening.

Staff are expected to access their Class Dojo account via the website www.classdojo.com.

Staff are encouraged to post updates on their class page. This 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 will be shared via the class page.

Staff will upload 1 class story per week.

Staff will use only the first two letters of each pupil's first name and surname (e.g., for John Smith, we will use "JOSM") when posting pictures or messages on ClassDojo.

It is not expected that staff will need the app on their mobile device, as we must consider the impact this may have on their personal time.

Staff will not engage in any conversations about personal matters via the class page or the messaging service or get into lengthy discussions. If a message from a parent/carer requires more than a simple response, then a phone discussion is more appropriate.

Staff must make themselves fully aware of the pupils who are in care or who do not have permission to have their photographs shared on ClassDojo and ensure that these pupils do not appear on Class Dojo.

Staff will not share content published on ClassDojo on their personal social media accounts due to a breach of privacy.

Staff will be encouraged to award ClassDojo points to pupils when they demonstrate positive behaviours or attitudes to learning.

Staff should be aware of their working ClassDojo hours - Monday to Friday from 9am to 3:30pm.

Staff should not feel pressurised to check or respond to messages outside of the above time frame and are encouraged to activate 'quiet hours' on their account.

Staff are not required to respond to parents/carers messages whilst they are teaching.

Should staff receive any messages which they find inappropriate, they should report them to a member of the Senior Leadership Team immediately so that appropriate action can be taken.

Should Safeguarding or well-being concerns be raised through the use of the platform, staff are responsible for ensuring that they are recorded and reported in line with our Safeguarding Policy

5. Parents/Carers and ClassDojo

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.

Only parents/carers or legal guardians will be given access codes to ClassDojo. It is expected that up to two parents/carers will be linked to a child's account; any additional adults will only be accepted in special circumstances.

Parents/carers can view the total number of points their child has received along with the reason that they have been given.

Within the app or website, parents/carers have also access to both a whole-school and class newsfeed where you will find important information posted by staff.

Parent/carers accounts also have the facility to send messages to members of staff, however the following stipulations apply:

- parents/carers may message class teams, however there is no expectation for class staff to reply outside the hours of 9:00am to 3:30pm or the 'quiet hours'. This is essential to safeguard the well-being and work-life balance of our staff;
- parents/carers should not use the messaging tool to enquire about the progress of their child on any level but instead they should ask to arrange a meeting with the class team or a Senior Leadership team member;
- parents/carers who do not use the messaging system correctly will be reminded to use the service correctly. If this is repeated, then they risk being removed from the online platform.
- parents/carers should look at the newsfeed regularly to keep up-to-date with messages, school events and information;
- parents/carers must make sure that children cannot access their parent/carer's account and are not able to send messages under their name.

The following matters should **always** go through the school office and will not be responded to by staff:

- absence (such as medical appointments)
- sickness
- school dinner enquiries
- complaints
- urgent messages (e.g. collection of children)

If parents/carers do not wish for their child's photographs, digital recordings or work samples to be published on ClassDojo, they must inform the school office.

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.

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 pupils' work samples, digital recordings or photographs.

Parents/Carers must be polite and respectful when messaging staff or commenting on the class news feed. Any inappropriate comments will be removed/blocked, and the service may be removed.

Parents/Carers and staff will agree to follow the Parent User Agreement Form (appendix 1) before using Class Dojo.

Parents who do not use the messaging system correctly will be given one warning before being taken off ClassDojo.

6. Leadership Responsibilities:

Monitoring of the policy will be by Senior Leadership team who can view each ClassDojo page at regular intervals to ensure the policy is being adhered to and address any misuse with the relevant parties. They will regularly review the use of ClassDojo to ensure it is effective in achieving the aims of this policy.

7. Links with other policies:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- E-Safety policy
- Remote Learning Policy

Appendix 1

Class Dojo Parent User Agreement Form

Parents/Carers must agree to the following in order to be invited to join Riverside Bridge School's Class Dojo account.

- ✓ I have read and understood the school's ClassDojo Policy.
- ✓ I give permission for my child to use ClassDojo.
- ✓ I agree to the school posting pictures of my child, their work and positive comments about my child on ClassDojo, which could be viewed by other members.
- ✓ I am aware that all images posted on ClassDojo remain the property of Riverside Bridge School and should not be reproduced. I agree not to copy or reproduce images, e.g. as screen shots, or post them on social media.
- ✓ I agree that any messages or information I send to the school will be positive, respectful and in keeping with the positive spirit of ClassDojo and the school policies.
- ✓ I understand that staff will only access ClassDojo to showcase my child's learning in school and that I will contact the class teacher according to current school procedure.
- ✓ I agree not to post negative messages or raise serious concerns on the ClassDojo site.
- ✓ Should I have any complaints or concerns related to my child's education or care, I agree to raise the issue using the stages identified in the school's Complaints Procedure and Policy, which is available on the school website or in person from the school office.
- ✓ I agree not to share my password with anyone.
- ✓ If I have any concerns, queries or questions regarding ClassDojo or any content posted on the site, I will raise them with an Assistant Headteacher, Deputy Headteacher or the Headteacher.

When using Class Dojo you will be subject to the Privacy Policy and any posted guidelines, policies or rules applicable to specific features of the Class Dojo Website or ClassDojo App. Details of the policy can be found on <https://www.classdojo.com/en-gb/terms/>

ClassDojo is a U.S. based company, so pupil data may move outside the EU. As such, in compliance with GDPR, parents/carers need to be informed of this fact and give consent for this. The school has updated its privacy notice to acknowledge that this data is moving outside the E.U. and will also maintain a data impact assessment on ClassDojo. Parents/Carers should be aware of the ClassDojo privacy notice and information regarding security measures for outside the U.S. ClassDojo complies with the EU – U.S. Privacy Shield Framework. The privacy shield is a framework that governs how data is transported safely and securely between the EU and US and has been developed by both sides. To learn more about the Privacy Shield program, and to view ClassDojo certification, please visit <https://www.privacyshield.gov/>

With respect to personal data received or transferred pursuant to the Privacy Shield Frameworks, ClassDojo is subject to the regulatory enforcement powers of the U.S. Federal Trade Commission. In certain situations, ClassDojo may be required to disclose personal data in response to lawful requests by public authorities, including to meet national security or law enforcement requirements. For full details of the ClassDojo privacy notice and security measures outside the U.S. see <https://www.classdojo.com/privacy/> and <https://classdojo.zendesk.com/hc/en-us/articles/202028159- Security-measures-for outside-the-U-S->

You may also be interested in watching the video in the link below which gives a brief, simpler explanation of some the security and privacy controls on ClassDojo - <https://vid.ly/7d4i1b>
The school reserves the right to deny further access to the school's ClassDojo account in the event of violation of these terms.

Signed by parent/carer of _____

Class:

Date: _____



ClassDojo

When I use ClassDojo I will:

- show respect to my teachers and classmates
- be kind and friendly
- tell an adult if something worries or upsets me
- only use ClassDojo with permission from a parent/carer
- give positive feedback to my classmates' work
- only login to my account
- use appropriate language



