



St Mary's Church of England Primary School



ClassDojo Policy

Background

ClassDojo is a digital classroom management tool designed for teachers to reward pupil behaviour and communicate effectively with parents. Each pupil gets an avatar, and teachers award Dojo points for things such as good homework, participating in class, staying on task, or demonstrating our Christian Values. Teachers can use a smartphone, tablet or computer to give points throughout the school day. Individual pupil points for the whole class are displayed on the whiteboard, and parents can access their child's points. Teachers communicate with parents on a 1:1 messaging service or via the class page where general class messages are shared.

Aims

- ✓ To establish effective communication with all parents
- ✓ To reward children for their achievements

Expectations for Staff

- Teachers are expected to create a ClassDojo account via the website and also download the free app onto their school laptop
- Teachers are expected to send out invitations to the parents in their class, and regularly encourage parents to join up – please remember to add children new to your class part way through the year.
- ClassDojo points are to be used in addition to awarding house points.
- Teachers post updates on their class page. In addition, celebrations of work should be shared either individually to parents or via the class page.
- All members of staff using ClassDojo are asked to set a '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. Our quiet hours are between 5.00pm and 8.00am. Being respectful of teachers and ensuring a good work life balance.
- Teachers are not expected to access ClassDojo during teaching time. If parents want to communicate urgently they should contact the school office.
- It is not expected that you will need the app on your personal mobile device, please be mindful of the impact this may have on your personal time if you do decide to have the app on your mobile device.
- Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service. All messages will be professional in nature.

- All users of ClassDojo are to make themselves fully aware of the children who are Looked After, or who have not granted permission to have their photographs shared on websites and social media.
- Each teacher will use the school badge as their profile image.
- Staff will only include their first initial and not their full forename.
- The Dojo messaging service is appropriate for straight forward day to day communication. Any concerns or sensitive issues should be emailed to school.
- Messages regarding appointments need to be sent to the school office directly.
- All photographs posted by the teacher will portray all the children positively.

Expectations for children

Children are expected to encourage their parents and carers to join the ClassDojo. They should be given the invitations and any update letters when sent out. Children think about our value of 'Trust' and are encouraged to apply their faith in parents and their teachers.

When a child leaves during the school year

The teacher will delete the child from the ClassDojo on their final day. Messages will be available on the Dojo server for 12 months.

At the end of each academic year

The teacher will archive the group story and personal messages on the last day of the year. They will not delete any messages or the class story. They will be accessible by staff for 12 months. Parents will be invited to join a new class group each September.

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 ask to view the ClassDojo page to ensure the policy is being adhered to. The Head Teacher has access to all ClassDojo stories and messages.

Date reviewed September 2022