

September 2021

St Thomas More Catholic Voluntary Academy

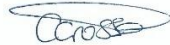
St Thomas Aquinas Academy Trust



Love One Another as I have Loved you

John 13:34

Class Dojo Policy

Policy Date:	Sept 2021		
Policy Review Date:	Sept 2022	Charlotte Crosse	
Ratified by Governing Body: Bernard Attard			

St Thomas More CVA

Class Dojo Policy

Introduction:

We believe that an effective partnership between home and school is beneficial in supporting children in their learning. As a result, we have introduced Class Dojo schoolwide. Class Dojo is a communication application (app) which connects parents/carers, teachers, and children.

Teachers use it as a communication platform to encourage children and to support parents/carers' engagement and involvement in their child's learning. It has a reward component (used for house points) and a communication system. Teachers can communicate with parents on a 1:1 messaging service or via the class page where general class messages can be shared. Teachers can create engaging content including videos and interactive tasks for children to complete as part of their home or remote learning.

Children can engage in their learning in school and home by posting evidence of work they are proud in their portfolio and responding to tasks and feedback from their teacher.

Parents can be kept informed of class events and see evidence of their child's work and learning environment. They can communicate with teachers via 1:1 messaging.

Aims:

1. To establish more effective communication links with parents.
2. To support and enhance home and remote learning.

Teacher Responsibilities:

- Teachers are expected to access their Class Dojo account via the website www.classdojo.com and download the free app onto their school iPad.
- Teachers are encouraged to post updates on their class page. The number of posts teachers make and the content, which must be appropriate or relevant, is at the discretion of the teacher. The following should be a minimum though:
 - regular reminder posts about swimming/PE days/home learning deadlines and/or other important class events such as trips or assemblies
 - regular celebrations of work should be shared either individually to parents or via the class story.
- All members of staff using Class Dojo are asked to set a 'quiet hours' on their page, this is when messages will not be read or responded to out of the designated hours. The agreed quiet hours are between 4:00pm and 8:00am Mondays to Friday, and all-day Saturday and Sunday.
- It is not expected that teachers will need the app on their mobile device, as we must be mindful of the impact this may have on their personal time. This is, however, a personal choice.
- Teachers are respectfully reminded to 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 requires more than a simple response, then a phone discussion is more appropriate.

- Teachers must make themselves fully aware of the children whose parents have not given permission for photos to be uploaded and ensure that these are appropriately censored.

Parent/Carer Responsibilities:

- Agree to follow the Parent User Agreement Form (appendix 1) whilst using Class Dojo. Parents have signed to agree using the emergency contact forms.
- If you have any questions, queries, or concerns, do feel free to message your child's teacher on Class Dojo and they will also keep in touch with you via Class Dojo. You can still leave messages at the front office, send e-mails and communicate with the school in the same ways you use to where necessary. If a matter cannot be easily resolved via the messaging service, the class teacher will arrange a phone call or meeting.
- To maintain the well-being of our class teachers, as well as ensuring they have a work-life balance, we ask that you bear in mind that though teachers can be messaged by you at any time, they will not respond back to the message during the 'quiet hours'.
- Parents must understand that teachers may not be able to reply during the school day.
- Teachers will not be able to respond to your messages on weekends and any other time outside of the stated period.
- **If it is an urgent concern or query, please do follow the channels of communications that you would have done previously e.g. phone call to the School Office.**
- Parents will allow 2 working days for a teacher to respond to a message before sending a follow-up message.
- Parents must be polite and respectful when messaging teachers or commenting on the class news feed. Any inappropriate comments will be removed or blocked, and the service may be for that parent.
- Parents must ensure that their child uses Class Dojo safely and support them in uploading evidence of learning.
- Photos must not be reproduced/reposted on any social media platforms.

Student Responsibilities:

- Agree and follow the school rules for Class Dojo (appendix 2)
- Encourage parents to engage with Class Dojo.
- Complete assigned tasks and respond to feedback on Class Dojo.

Leadership Responsibilities:

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

Mentor Responsibilities:

- Verify new teachers and staff so they can connect to the School's Directory.
- Manage the School Directory.

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- Moderate the School Story.
- Work with other teachers in their school to understand the best way to use ClassDojo.
- Support and educate colleagues about ClassDojo, its use and what's new.

Links with Other Policies:

- Behaviour policy
- Safeguarding 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- by signing on the emergency contact form

Parents/Carers must agree to the following to be invited to join St Thomas More School's Class Dojo account

- ✓ I have read and understood the school's Class Dojo Policy.
- ✓ I give permission for my child to use Class Dojo.
- ✓ I agree to the school posting pictures of my child, their work and positive comments about my child on Class Dojo, which could be viewed by other members. (N.B. class dojo is only accessible to parents/carers whom the teachers have verified.)
- ✓ I am aware that all images posted on Class Dojo remain the property of St Thomas More CVA 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 Class Dojo and the school policies. I understand that teachers will only access Class Dojo Monday to Friday 8am-4pm and I will wait up to 48 hours for a response before contacting again.
- ✓ I agree not to post negative messages or raise serious concerns on the Class Dojo 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. (Note – This policy is available on the school website or in person from the school office.)
- ✓ I agree not to share my password with anyone other than immediate family members, e.g., spouse.
- ✓ If I have any concerns, queries or questions regarding Class Dojo or any content posted on the site, I will raise them with the 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 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 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 5 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:

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- <https://www.classdojo.com/privacy/>
- <https://classdojo.zendesk.com/hc/en-us/articles/202028159-Security-measures-foroutside-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.

Appendix 2

Class Dojo Student User Agreement



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

