



مدرسة المتحدة الدولية
United School International
The Pearl Island جزيرة اللؤلؤة
an Orbital Education School

ClassDojo Usage Policy – Guidance and Expectations

Reviewed by: Executive Principal September 2024

Next review due: September 2025



Our School Aim

We aim to ensure that all USI students recognise that hard work, resilience, and commitment are the key factors of success. We will also aim to establish a culture of proactive pastoral care which will focus on their mental and physical wellbeing.

Our School Vision

To prepare all USI students for a rapidly changing world by instilling in them our core values of kindness, respect, a passion for learning and the pursuit of excellence.

Class Dojo underpins our school aim, vision and ethos of kindness, respect, a passion for learning and the pursuit of excellence.

Introduction

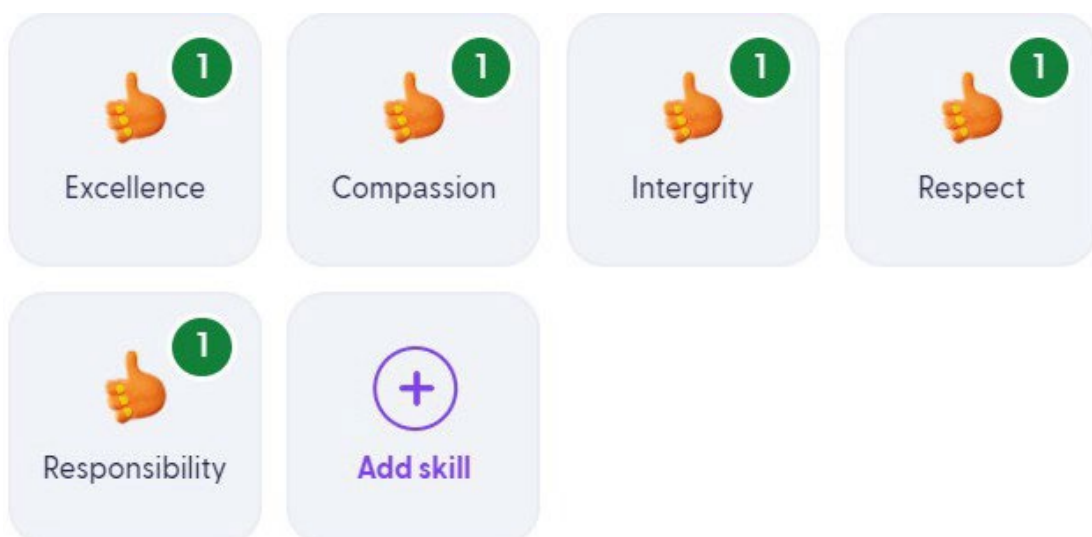
- 1.1 Class Dojo is an online tool that offers many useful features including: behaviour management, parent/carer and teacher communication as well as class/school newsfeeds. United School International (USI) will use Class Dojo for all of these features.
- 1.2 Class Dojo is free and works on any iOS/Android/Kindle 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 of the tool by teachers and parents/carers in order to ensure that Class Dojo is utilised in a positive way.
- 1.4 These stipulations will be annually reviewed during and after the implementation of Class Dojo in order to reflect the values of the school.
- 1.5 Class Dojo 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 Class Dojo is private between teachers, parents/carers, and students. Information is never sold and Class Dojo permanently deletes students' personal information when they stop using Class Dojo. Teachers, parents, and students can always access and delete their information at any time.

How does Class Dojo work?

- 2.1 We use the Class Dojo 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 Class Dojo from Early Years all the way through to Year 6.
- 2.3 Pupils will have the opportunity to log in to their own area of Class Dojo and change their avatar as well as view their points. Please note that children do not have access to messaging services through Class Dojo.
- 2.4 It provides an easy way for you to join the conversation. It is secure and personal to our school and provides information in an easy-to-use format similar to Facebook.
- 2.5 We will use ClassDojo to keep in touch with you about school events, send reminders, and send celebratory messages about learning and community activities.

Class Dojo has three main elements that we will use:

- **Digital Sticker points** - Pupils will collect Dojo points from staff members when they show positive behaviours linked to our core values and school rules such as: respect, integrity, excellence, responsibility and compassion. These Dojo points will accumulate over the term to allow the children to win bronze, silver, golden and platinum certificates. Dojo points will be refreshed at the beginning of each term. Please see our Behaviour Policy for further details.



- **Class Story** - general class news and celebrations.
- **School information** – Information regarding school trips, events, canteen support and any other information will be found on our school Bulletin.

Parents/Carers and Class Dojo

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

- 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.
Only parents/carers or legal guardians will be given access codes to Class Dojo. 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.
- 3.2 Parents/carers can view their child's points total and story feed. They can like posts but will not be able to comment on them. They can also message their child's class teacher.
- 3.3 Parents/carers can message teachers, however, a response will only be given during working hours as the rest of the time teacher's devices are set on 'quiet time'.
- 3.4 Parents/carers should be aware that teachers will not necessarily respond to messages straight away but will endeavor to do so within 48 hours during working days only. They may also not read the message that you have sent until the end of the day due to their teaching commitments.
- 3.5 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 working hours.
- 3.6 Parents/carers should only message their child's class teacher and should not use Class Dojo 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.
- 3.7 Parents/carers should not use this messaging tool to enquire about the progress of their child on any level.
- 3.8 The following matters should **always** go through the School Receptionist and cannot be responded to by teachers:
 - Absence (such as medical appointments)
 - Sickness
 - School dinner enquiries
 - Complaints
 - Urgent messages (e.g. collection of children)
- 3.9 Information that is sensitive and private will be sent to the teacher via the private messaging platform and remain confidential.
- 3.10 If parents/carers do not wish for their child's photographs, digital recordings or work samples to be published on Class Dojo they must inform the school office.
- 3.11 Parents/carers cannot share photographs, messages or work samples published on Class Dojo 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 Class Dojo.

- 3.12 Parents/carers will recognise that Class Dojo 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.
- 3.13 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.

Teachers and Class Dojo

- 4.1 Staff should be aware of the working hours (Sunday-Thursday 7am to 3pm) surrounding ClassDojo and that parents/carers may message outside of these times. Teachers are asked to refrain from checking their messages outside of these working hours, as they will be marked as seen and this can be viewed by parents/carers.
- 4.2 Should teachers receive any messages which they find inappropriate, they should see their line manager as soon as possible.
- 4.3 Should a staff member be unable to answer a question via the messaging system, they can ask to speak to a parent directly.
- 4.4 Any messages which refer to absences, sickness, progress etc., should be directed to the school office with a brief message.
- 4.5 Teachers and support staff are encouraged to post updates on their class page - the amount is at your discretion and may include celebrations of work either individually to parents/carers or via the class page.
- 4.6 Teachers will regularly share messages and work samples via the Class Story page that promote positive understandings of class and whole school learning.
- 4.7 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).
- 4.8 Teachers will only reply to messages that they receive from parents of children within their class. They will ignore any messages received that do not follow this rule.
- 4.9 Teachers are respectfully reminded not to engage in any conversations about personal matters via the class page or the messaging service.
- 4.10 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.
- 4.11 All users of Class Dojo are to make themselves fully aware of the children 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.
- 4.12 Teachers cannot share content published on ClassDojo on their personal social media

accounts due to a breach of privacy.

- 4.13 It is not expected that you will need the app on your 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.

USI teachers, parents & carers who participate in Class Dojo agree to the terms of the Code of Conduct.

The main communication tool for upcoming events and important information will be the School Bulletin that will be sent out on a Thursday. Please make sure to read it thoroughly each week to stay informed about all key updates and announcements.

For more information about Class Dojo please refer to:

<https://www.classdojo.com/en-GB/#LearnMore>