



MANCHESTER  
MUSLIM  
PREPARATORY  
SCHOOL

FAITH • LEARNING • LIFE

# ClassDojo Usage Policy

## Document Control

<b>This policy has been approved for operation within</b>	Manchester Muslim Preparatory School
<b>Date of last review</b>	June 2022
<b>Date of next review</b>	June 2023
<b>Review period</b>	Yearly
<b>Owner</b>	MMPS

# ClassDojo Usage Policy – Guidance and Expectations



## Background

At Manchester Muslim Preparatory School 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/carers.
- To enhance the current effective positive behaviour policy.

## 1. Introduction

- 1.1 ClassDojo is an online tool which offers many useful features including: behaviour management, parent/carers and teacher communication as well as class/school newsfeeds. School will use ClassDojo for all of these features.
- 1.2 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.
- 1.3 In order for the system to work efficiently and effectively, this document will highlight the stipulations around use from teachers and parents/carers in order to keep ClassDojo as a positive tool.
- 1.4 These stipulations will be annually reviewed during and after implementation of ClassDojo to reflect the values of the school.
- 1.5 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 teachers, parents/carers 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.

## 2. How does Class Dojo work?

- 2.1 We use the ClassDojo 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 ClassDojo from Year 1 all the way through to Year 6.
- 2.3 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.
- 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 Twitter and Facebook.
- 2.5 We will use ClassDojo to keep in touch with you about school events, send reminders, send celebratory messages about learning and community activities.

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

- **Digital Sticker points** - Children will collect Dojo points from staff when they show positive behaviours linked to our character muscles and school rules such as: perseverance, optimism, integrity, empathy and compassion.
  - **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.
- 2.6 In the event of remote learning, class teachers will share tasks and activities through the class page. Children will be able to submit their home learning through their Student Portfolio.

### 3. Parents/carers and ClassDojo

*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.*

- 3.1 Parents/carers will receive a covering letter upon implementation explaining how the app will work and how to register. This will include a copy of this policy which the parents will have accepted in full if they sign up to use ClassDojo.
- 3.2 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.
- 3.3 Only parents/carers will be given access codes to ClassDojo. 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.
- 3.4 Parents/carers can view their child's points total and story feed. They can like and comment on class posts. They can also message their child's class teacher.
- 3.5 Although parents/carers can message teachers any time, a response will only be given during the hours of **8am – 5pm** Monday-Friday (part-time teachers during their working days) as the rest of the time teachers are set on 'quiet time'. Teachers will not be able to respond to messages on weekends and any other time outside of the stated period.
- 3.6 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 the working hours.
- 3.7 Parents/carers should only message their child's class teacher or subject teacher and should not use ClassDojo 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.
- 3.8 Parents/carers should not use this messaging tool to enquire about the progress of their child on any level, but can use it to arrange a meeting with class teachers to discuss any questions they may have
- 3.9 Parents/carers should not message their child's class teacher about urgent or serious issues.
- 3.10 Parents must be polite and respectful when messaging teachers or commenting on the class news feed. Any inappropriate comments will be removed/blocked and the service may be removed.
- 3.11 Make sure individual messages are concise and factual. For anything particularly sensitive or confidential, it is more appropriate to speak over the phone or in person. The purpose of the Dojo message can be to try to arrange those opportunities.

- 3.12 The following matters should **always** go through the School Office:
- Absence (such as medical appointments)
  - Sickness
  - School dinner enquiries
  - Complaints *\*see 3.11*
  - Urgent messages (e.g. collection of children)
- 3.13 If parents/carers do not wish for their child's photographs, digital recordings or work samples to be published on ClassDojo they would have indicated this on the photograph permissions form.
- 3.14 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.
- 3.15 Use the information from ClassDojo to structure a conversation with their child about what they have been learning.
- 3.16 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.
- 3.17 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.

#### **4. Teachers and ClassDojo**

- 4.1 Staff should be aware of the working hours (Monday-Friday, 8am to 5pm) 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 a member of SLT.
- 4.3 Should a staff member be unable to answer a question via the messaging system, they can ask the parent/carer to phone the school 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 regular 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/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 (or those that they are responsible for if they are carrying out PPA cover). They will ignore any messages received that do not follow this rule.
- 4.9 Information that is considered sensitive or private will be communicated with parents/carers only via the private messaging platform, not through Class Story or School Story.
- 4.10 All users of Class Dojo are to make themselves fully aware of the children 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/carers have given written permission that this information can be shared.
- 4.11 Teachers cannot share content published on ClassDojo on their personal social media accounts due to a breach of privacy.
- 4.12 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.

### **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 Class Dojo page at regular intervals to ensure the policy is being adhered to.