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| **St. Wilfrid’s Church of England Primary School**  **Class Dojo Policy**  **2023.24 (updated January 24)**  **Our Christian Vision:**  Our distinctive Christian vision is to follow Jesus’ teaching, enabling all members of the school family to live and love fully. We aim for everything we do to be clearly reflected in our mission statement: **Love God, Love each other, Love learning.**  ***Let all that you do be done in love*** (1 Cor 16:14) |

It is the responsibility of all members of staff who use Class Dojo to ensure it is used according to this policy. Monitoring of the policy will be conducted by Senior Leaders who may view the Class Dojo page to ensure the policy is being adhered to.

This policy is the responsibility of the Curriculum Committee.

The information and protocols in this policy are designed to assist pupils, parents and teachers in the use of Class Dojo as a communication tool at St Wilfrid’s CE Primary School. This policy states appropriate and acceptable use.

**What is Class Dojo?**

Class Dojo is an online platform that is designed to communicate securely between school and home. It is used widely across both primary and secondary schools in the UK successfully. An introduction to Class Dojo video can be found here. <https://www.youtube.com/watch?v=5rBdJ-3LneM>

This video gives an overview of what Class Dojo offers; please bear in mind we have tailored the services it offers to fit the needs of our school, so not all aspects that you may see in the video will be in use at St Wilfrid’s.

The Class Dojo app or website offers a social media-style interface which manages the flow of frequent information from school to home. It can be accessed through a smartphone or tablet app or through a desktop browser. Teachers at St Wilfrid’s will be accessing Class Dojo through school IPads or laptops. It is secure and personal to our school and provides information in an easy to use format similar to Twitter and Facebook.

Class Dojo is compliant with the GDPR. Parents give permission for the school to process their child's data on the system when they complete the data processing consent form.

***Our Class Dojo account is only available to parents and pupils registered at St Wilfrid’s. Parents are reminded that they should not take images from Class Dojo and post them elsewhere online. Breaching this requirement will lead to account suspension.***

You can find out more about Class Dojo's Privacy Policy by following this link:

<https://www.classdojo.com/en-gb/privacy/?redirect=true>

Parents of children in Year R - Year 6 will be sent a passcode which connects them to their child's account.

Class Dojo has **four** main elements:

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| 1. **Dojo (house) points** | Staff will use this to record points earned by each child. They are for use in-house only. Class or team totals may be shared with parents as appropriate. |
| 1. **Class Story** | Class Teachers will use this to share general class news, celebrations, updates and reminders to the class.  Parents will be able to add comments. |
| 1. **School Story** | Staff will use this to celebrate school events and news.  Parents will be able to add comments. |
| 1. **Messaging** | This will be used by class teachers and parents for short “door step” type messages/reminders only. |

**Roles and Responsibilities**

**Teachers’ Roles**

* To follow all safeguarding policies and staff code of conduct
* To award house points (positive only) to children as per guidance
* To display images in line with parental consent
* To use Class Dojo exclusively in a positive manner to celebrate learning
* To post images of learning in the classroom, school trips etc. to share with parents
* To be aware of On-line safety in regard to images of pupils

**Parents’ Roles**

* To follow all safeguarding policies and thehome-school agreement
* To use the system for short “doorstep” style messages; the whole school communication system (telephone/email) must be used to inform of important information about pupils
* To use appropriate language and behaviours when communicating/commenting via Class Dojo.
* Parents/carers are not permitted to share images shared on Class Dojo via any form of social media

**What Class Dojo is not used for:**

* Replacement of absence notes – an email or telephone call is required
* Enquiries about classroom or playground incidents - an email or telephone call is required
* A replacement for a parent/teacher meeting
* Complaints – these should be made in accordance with our procedures (see website)

**Messages:**

The message function will only operate within the stated hours: **8.00am – 5pm** Monday to Friday.

**In exceptional circumstances \*there may be a need to use Dojo Messaging outside of these times. This will be with permission of the headteacher.**

**\*(for example, school events happening outside the above hours)**

Parents and Carers are expected to follow the usual Code of Conduct when communicating with school. Pupils/parents will be expected to use appropriate language and behaviours when using Class Dojo. If there is inappropriate or misuse of the Class Dojo, the head teacher will be informed and the school has the right to terminate use of Class Dojo with individuals or the whole school community.

Teachers are only expected to look at Class Dojo messages during the school hours between **8.00am - 5pm Monday to Friday.** Quiet times will be set for the rest of the day.

Messages via Class Dojo are intended to be short, “doorstep” style messages or reminders relating directly to the day/child. Teachers will endeavour to respond promptly.

Teachers will not engage in any conversations about personal matters via the class page or the messaging service. If parents or carers wish to speak to their child’s class teacher about personal matters, this must be done via school email or school phone number.

Class Dojo should not be used to send urgent messages to and from school. These must be sent via the school office email in the usual way.

**Class Dojo Points:**

Class Dojo points are used in the same way as House Points and teachers will award house points for the following areas:

* Shows good behaviour in school
* Has a positive attitude to work
* Is moving forward in their learning
* Completes work to a good standard
* Is polite

Teachers will not use Class Dojo to manage unacceptable behaviour.

Teachers will use Class Dojo on their school iPad or school laptop and not on their personal devices without direct permission from the head teacher.

School will require consent to share photos on the Class Story page. If parents or carers do not give permission, teachers will not share child’s images on the class page.

**Acceptable use**

**This policy should be read in conjunction with our Code of Conduct Policy, Home School Agreement, On-line Safety Policy, Behaviour Policy, Homework Policy, Safeguarding and Child Protection Policy**