



## Morningson Primary School Class Dojo Usage Policy

### Introduction

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

At Morningson, we use Class Dojo as a communication platform to encourage children and to get parents/carers engaged in their children's learning. Teachers can communicate with parents on a 1:1 messaging service or via the class page or School page where general class messages can be shared. Children can engage in their learning by posting their homework on to their portfolio. They can also upload photos, videos and work they have completed or achieved at home.

ClassDojo is compliant with 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 pupils. Information is never sold and ClassDojo permanently deletes pupils' personal information when they stop using ClassDojo.

### Aims of Class Dojo:

- To ensure key information relating to school life or classes is shared quickly and efficiently.
- To maintain the community relationship between Morningson and families so that school is an active presence in their lives.

### Morningson will be using five elements of Class Dojo:

- Points – staff will award house points to pupils when they show positive behaviours linked to our school values – '*Ready, Respectful and Responsible*'.
- Class Story - general class news and celebrations, reminders, updates and examples of work and learning from in the class.
- School Story - news from across the school, informing parents about whole school events, sporting results and other whole school information and updates.
- Portfolios – pupil portfolios will be used to upload work from in class and for pupils to upload homework and learning from home.
- Messaging system – parents/carers and teachers can communicate via private messaging.

### Parent/Carer responsibilities:

- Regularly check both the class and school story and if any 1:1 messages have been sent.
- Please like our posts – this helps us to know that you have seen them.
- Make sure messages to the teacher 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 this.
- Remain polite and considerate at all times in written communications with the class teacher.
- Not to share any content from Class Dojo on social media or via other messaging services.

- Messages regarding changes to pick-up, appointments and absences **must** go through the school office.
- You have access to all the teachers in your child's phase and the SENDCo, so please direct your message to the relevant adult (eg their English teacher).
- Understand that teachers are not able to respond to messages whilst they are teaching.
- Teachers will respond to messages as soon as they are able to outside of their quiet hours, this may not be the same day.

#### **Staff responsibilities:**

- Teachers will post regular updates on their class story – at least once a week.
- If homework has been set and submitted to portfolios, teachers will ensure a response is given within one week of the due date.
- Information about PE, homework, phonics etc. will be posted weekly.
- Children's work can be celebrated via the pupils' portfolios – a minimum once a term for every child.
- All members of staff using Class Dojo will set 'quiet hours' on their page - this is when messages will not be read or responded to. The recommended working hours surrounding Class Dojo to post on stories or respond to messages are 8am – 5pm Monday-Friday.
- Certain conversations, particularly around safeguarding and highly inappropriate behaviours should be discussed with the parent/s via a phone call or in person - and not via a Class Dojo message.
- Adults posting on Class Dojo must be fully aware of the children who do not have permission to have their photographs shared on Class Dojo.
- The Senior leadership team do not expect staff to have the Class Dojo app on their mobile device, as they are mindful of the impact this may have on their personal time.

#### **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.

#### **Online Safety and Acceptable Use of Class Dojo**

MPS is using Class Dojo to support a strong link between home and school that enhances children's school experience. We expect the whole school community to behave in a positive manner, engaging respectfully with the school and each other on Class Dojo, in the same way as they would face to face.

This positive behaviour can be summarised as being kind and polite and not making any posts which are, or could be, construed as rude, insulting, aggressive, bullying or otherwise inappropriate.

Please note that any individual who uses Class Dojo to post abusive, defamatory, threatening or offensive comments about staff, pupils or the school will be removed from the site and will be dealt with in line with the school behaviour policy (for pupils) or code of conduct (for staff).