

Rhiwbeina Primary School

ClassDojo Policy

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Aims/Rationale

We believe that an effective partnership between home and school is beneficial in supporting children in their learning. As a result, ClassDojo is used throughout the school. ClassDojo is a communication application (app) which connects parents/carers, teachers and children.

Teachers use it 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 where general news and class messages can be shared. Teachers can create engaging content including videos and interactive tasks for children to complete as part of their home learning.

ClassDojo allows parents, teachers, and pupils to work together as a team, share in the classroom experience, and bring big ideas to life in their classrooms and homes.

At Rhiwbeina Primary School, we aim to:

- establish more effective communication links with parents.
- support and enhance home and remote learning.

This policy sets out the features of ClassDojo, the options that parents have when signing up to ClassDojo, and the rights and responsibilities of teachers, parents/carers, pupils, and the school leadership.

Introduction to ClassDojo:

ClassDojo is an online tool which offers many useful features including: home learning, parent/carer and teacher communication as well as class news feeds. Rhiwbeina Primary School will use ClassDojo for all of these features.

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.

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 safe and a positive communicative tool.

How does ClassDojo work?

We use the ClassDojo App to communicate securely with parents/carers about their children online. The app offers a social media style interface which manages the flow of frequent information from school to home. Class teachers will send parents/carers a passcode which connects them to their child's account. This will be provided by the

class teacher at the start of each academic year. Pupils will have the opportunity to login to their own area of ClassDojo and change their avatar as well as view their dojo points. We will use ClassDojo to keep in touch about school events, send reminders and send celebratory messages about learning and activities.

ClassDojo has 2 main elements that we will be using:

- Class Story - general class news and celebrations, reminders and updates.
- Pupil Portfolios – Home Learning grids will be shared on the ClassDojo account Children and parents can upload their home learning on their portfolios.

Information on the class story feature, including photos, are potentially visible to all parents/carers of children in that class. In line with the Data Protection Act (2018), we must ask parents/carers for permission before any images of their child are included on the class story feature (individually and/or in groups). Parents/carers have the right to give or withhold consent, and we respect that there are many reasons why individuals do not wish to have images of their children online.

Teacher Responsibilities:

- Teachers are expected to access their ClassDojo account via the website www.classdojo.com and also download the free app onto their school laptop and iPad. The teacher will also invite their teaching assistant (add co-teacher) on to the class account.
- Where there are part-time teachers working in a class, both teachers are responsible for ensuring that messages are read, Class Story posts are added and curriculum information is uploaded.
- Teachers are encouraged to post at least one weekly update on their Class Story page. The content, which has to be appropriate or relevant, is at the discretion of the teacher.
- Teachers should use the messaging system to provide parents with regular reminders such as swimming days/upcoming events/PE days/deadlines and/or other important events such as trips or assemblies.
- All members of staff using ClassDojo 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 5:00pm and 8:00am Mondays to Friday, and all day Saturday and Sunday.
- Staff will not use Dojo on their personal devices.
- 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 specific permissions granted by parents/carers of children with a ClassDojo account, relating to photographs, and ensure that these are adhered to.

- Teachers must make themselves fully aware of those children who do not have permission to have ClassDojo accounts and ensure that images of these children do not appear on any part of ClassDojo.
- Teachers must make all reasonable attempts to prevent the stigmatisation (or 'othering') of those children who do not have permissions to have photographs included on ClassDojo.
- Where the contents of any messages are of a safeguarding concern, the class teacher **MUST** inform the Designated Safeguarding Lead (DSL) immediately or an Deputy Designated Safeguarding Leader (DDSL) in her absence who will provide the next steps and report this on My Concern the same day.
- Teachers/Teaching Assistants should acknowledge home learning that has been uploaded in portfolios.
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Parent Responsibilities:

Only parents/carers or legal guardians 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 can be accepted in special circumstances.

Parents/carers can view their child's portfolio and story feed. They can also message their child's class teacher, however please note that a response may only be given during the hours of 8am – 5pm on Monday-Friday, during term-time.

The following matters should always go through the school office and will not be responded to by teachers:

- Absence (such as medical appointments)
- Sickness
- School dinner enquiries
- Complaints
- Urgent messages (e.g. collection of children)

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.

Information that is sensitive and private should be sent to the teacher via the private messaging platform and will remain confidential.

Parents/carers **must not** share photographs, messages or work samples published on ClassDojo on their personal social media accounts or on other websites. This would breach the right that others have to privacy, and may expose children to harm, abuse, and exploitation. The school will treat seriously any reports of parents/carers

sharing private/confidential material or information. Parents/carers who share private or confidential material or information may be removed from ClassDojo.

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.

Please note; parents/carers who do not use the messaging system correctly will be given one warning before being taken off ClassDojo.

Parents should take note of the parent user agreement, included in **Appendix 1**.

Pupil Responsibilities:

- Encourage parents to engage with ClassDojo.
- Show respect to teachers and classmates by being kind and friendly on ClassDojo.
- Tell an adult if something worries or upsets them on ClassDojo.
- Only use ClassDojo with permission from a parent/carer.

Leadership Responsibilities:

- Monitoring of the policy will be by Senior Leaders who can view each ClassDojo 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 ClassDojo to ensure it is effective in achieving the aims of this policy and to identify and act on any unintended negative consequences created by the use of ClassDojo on children's wellbeing and learning.

ClassDojo and Data Protection Laws

ClassDojo is compliant with the General Data Protection Regulation (GDPR), controlling how your personal information is used by organisations, businesses or the government. Parents/carers give permission for the school to process their child's data on the system when they sign up, but can withdraw their consent at any time.

All information on ClassDojo is private between teachers, parents/carers and students. Personal information is never sold and ClassDojo permanently deletes students' personal information when they stop using ClassDojo. Teachers, parents and students can always access and delete their information at any time.

When using ClassDojo you are subject to their Privacy Policy and any posted guidelines, policies or rules applicable to specific features of the ClassDojo Website

or ClassDojo App. Details of the policy can be found on this website:

<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 this link: <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 certain situations, ClassDojo may be required to disclose personal data.

Full details of the ClassDojo privacy notice and security measures outside the U.S. can be found at the following links:

<https://www.classdojo.com/privacy/>

<https://classdojo.zendesk.com/hc/en-us/articles/202028159-Security-measures-foroutside-the-U-S>

This video gives a brief, simple explanation of some of the security and privacy controls on ClassDojo: <https://vid.ly/7d4i1b>

Changes to this Policy

We may change our ClassDojo policy from time to time so please check back periodically.

This policy was last updated: December 2023



MATTHEW SUTTON
CHAIR OF GOVERNORS
1/1/2024

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1/1/2024

Appendix 1. ClassDojo Parent/Carer User Agreement:

In signing up to Class Dojo, you are agreeing to and acknowledging the following terms:

- I have read and understood the school's ClassDojo Policy.
- I give permission for my child to use ClassDojo.
- I understand that the school will / will not post photos of my child on ClassDojo, in accordance with the permissions granted in the Pupil Image Consent Form^[UG1], and that I have the right to change these permissions at any time.
- I understand that the school may post photos of their work and positive comments about my child on ClassDojo, which could be viewed by other teachers, pupils and parents using ClassDojo.
- I am aware that all images posted on ClassDojo remain the property of Rhiwbeina Primary School. I agree not to copy or reproduce images (e.g., as screen shots) or post them on social media or any other online sites*.
- I agree that any messages or information I send to the school will be positive, respectful and in keeping with the positive spirit of ClassDojo and the school policies.
- I understand that teachers will only access ClassDojo Monday to Friday 8am-5pm, during term-time.
- I agree not to post negative messages or raise serious concerns on the ClassDojo 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.
- 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 ClassDojo or any content posted on the site, I will raise them with the Assistant Headteacher, Deputy Headteacher or the Headteacher.

The School reserves the right to deny further access to the school's ClassDojo account in the event of violation of these terms

*This would breach the right that others have to privacy, and may expose children to harm, abuse, and exploitation.

If you do not wish to sign up to ClassDojo, please contact your child's teacher so they can ensure essential information is communicated to you in an alternative way.

