



## Acceptable Use Policy: Class Dojo

### Introduction

Class Dojo is an online platform which offers many useful features including positive behaviour management, parent/teacher communication and class/school newsfeeds. To ensure we are able to safely utilise what it has to offer, it is important that all users are aware of the following rules and expectations:

### Pupils and Class Dojo

- Pupils will be awarded Dojo points when they show positive behaviours such as: sharing, helpfulness, good listening, being ready to learn, achievement, collaboration and behaviours linked to our school values. They may also be awarded points for additional work they complete at home.
- Dojo points will not be taken away for negative behaviour.
- Each class teacher will decide how Dojo points will be collated and rewarded, appropriate to age.
- Children do **not** have access to messaging services through their student accounts.
- Children **must not** access their parent's account or use it to send messages to their teachers.
- Pupils should not ask for Dojo Points; staff will be on the lookout for pupils who demonstrate the desired positive behaviours.

### Parents/Carers and Class Dojo

- Parents will receive an introductory letter to demonstrate the benefits of Class Dojo and how it works within the school.
- Parents 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 the Class Dojo website.
- Only parents 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.

- By using our school Dojo site, you agree to the terms set out in this usage agreement.
- Parents can view the total of number points their child's received along with the reason they have been given.
- Within the app or website, parent accounts also have access to both a whole-school and class newsfeed where you will find important information posted by staff.
- Parent accounts also have the facility to send messages to members of staff, however the following stipulations apply:
  - *Parents may message class teachers at any time, however there is no expectation for teachers to reply outside the hours of 8am-5pm. This is essential to safeguard the wellbeing and work-life balance of our staff.*
  - *The following matters should always go through to our Main Office and are not the responsibility of teachers to be passed on: absence, sickness, school dinner enquiries and complaints.*
  - *Parents 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.*
  - *Parents who do not use the messaging system correctly will be given a warning should the service continue to be misused, they will be removed from the platform.*
  - *Parents should look at the newsfeed regularly to keep up to date with messages, school events and information.*
  - *Parents **must** make sure that children cannot access their parent account and are not able to send messages under their name.*

### **Teachers and Class Dojo:**

- Teachers will be encouraged to award Dojo points to pupils when they demonstrate positive behaviours or attitudes to learning.
- Dojo points are not taken away for negative behaviours.
- Staff should be aware of the working hours (Monday-Friday 8am to 5pm) surrounding Class Dojo and that parents may message outside of these times.
- Teachers should not feel pressurised to check or respond to messages outside of the above time frame and are encouraged to activate 'quiet hours' on their account.
- Should teachers receive any messages which they find inappropriate, they should report them to a member of the Senior Leadership Team immediately so that they can take appropriate action.
- Should a staff member decide that Class Dojo is not a suitable way to respond to a question/concern, they may instead decide to organise a formal meeting.

- Should safeguarding or wellbeing concerns be raised through the use of the platform, teachers are responsible for ensuring that they are recorded and reported in line with our Safeguarding Policy.