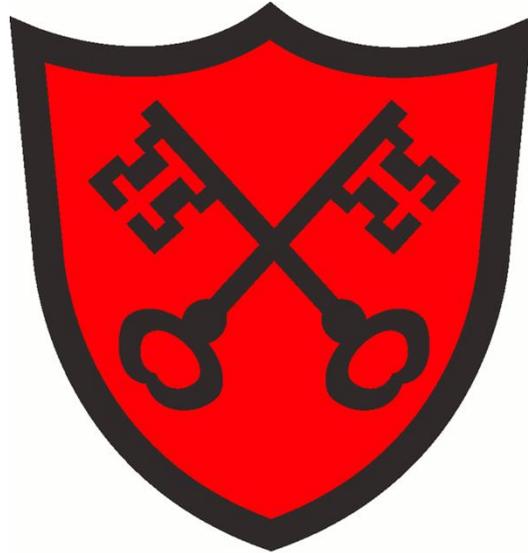


ST ALBAN'S CATHOLIC PRIMARY SCHOOL



Christ Be Our Light

ClassDojo Policy

(Learning Platform Online)

Autumn 2020

This Policy will be reviewed in Autumn 2021



Background:

Class Dojo is a learning platform online which we use for teaching and communicating between teachers, pupils and parents/carers to encourage children and to get parents/carer engaged in their children's learning, set and receive work, watch assemblies and hold discussions with classes. It has a reward component and a communication system. Each child gets an avatar, and teachers award ClassDojos for things such as good home learning.

Teachers can use a range of media (smartphone, tablet or computer) to give ClassDojos throughout the school day. Each child's ClassDojo can be displayed via a smart board, and parents, via their app, can see these. Teachers can communicate with parents on a 1:1 messaging service or via the class page where general class messages can be shared.

Aims:

- To provide home learning.
- To establish more effective communication links with parents.

Expectations for Staff:

- Teachers are encouraged to post updates on their class page
 - The number of posts teachers make and the content, which has to be appropriate or relevant, is at the discretion of the teacher.
 - Homework need to be post on the site.
- regular reminder posts about home learning deadlines and/or other important class events such as trips or assemblies.
- All members of staff using Class Dojo 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.
- It is not expected that teachers will need the app on their mobile device, please be mindful of the impact this may have on your personal time.
- Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service.
- All user of Class Dojo are to make themselves fully aware of the children who are in LA care or who do not have permission to have their photographs shared on websites and social media from the school.

Expectations for children:

Children are expected to sign in and do tasks which are set for their class or groups

Expectations for parent/carers:

If you have any questions, queries or concerns, do feel free to message your child's teacher on Class Dojo or school IT support and they will also keep in touch with you via Class Dojo or through school email system. You can still leave messages at the front office, send e-mails and communicate with the school in the same ways you use to.

In order to maintain the well-being of our class teachers, as well as ensuring they have a work-life balance, we ask that you bear in mind that though teachers can be messaged by you at any time, they will not respond back to the message immediately.

Teachers will not be able to respond to your messages on weekends and any other out of work time. If it is an urgent concern or query, please do follow the channels of communications that you would have done previously.

Managing ClassDojo

It is school IT support responsibility to administrate ClassDojo.

- Create Children's accounts
- Send invitations to parents
- Yearly update at the beginning of academic year
- Communicate with teachers and parents/carers with any issues

Monitoring of the Policy:

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 by IT Support who may ask to view the Class Dojo page at regular intervals to ensure the policy is being adhered to.

ClassDojo Safety and Privacy

<https://classdojo.zendesk.com/hc/en-us/articles/115004741703-Privacy-Policy-and-Terms-of-Service-Key-Terms>