



## Class Dojo Policy

| <b>Revision Record of published versions</b> |                       |                 |                |
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### Rationale:

Class Dojo is a digital classroom management tool designed to help our teachers improve pupil behaviour and communicate more effectively with parents. It connects teachers, parents, and pupils who use it to share photos, videos, and messages through the school day. ClassDojo allows parents, teachers, and students to work together as a team, share in the classroom experience, and bring big ideas to life in their classrooms and homes. It can be accessed via the website or downloaded as an app.

### Aims:

- To establish more effective communication links with parents.
- To support the current behaviour policy

### Expectations for Staff:

Teachers are expected to create a Class Dojo account via the website [www.classdojo.com](http://www.classdojo.com) and also download the free app onto their school laptop or year group iPad

Teachers are expected to send out invitations to the parents in their class, and regularly encourage parents to sign up. It is important that teachers remember to add new children that join their class throughout the year

Class Dojo points are to be used as the school's main behaviour reward system.

Teachers are encouraged to post updates on their class page. Support staff should not post on the Class Story or School Story without the permission of the Class Teacher or Headteacher. The number of posts teachers make and the content, which has to be appropriate or relevant to learning is at the discretion of the teacher. Examples of information shared on the Class Page

- Regular reminder posts about swimming/PE days/home learning deadlines
- Information about other important class events such as trips or assemblies
- Celebrations of work.
- Whole school announcements
- Home learning activities

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. The agreed quiet hours are between 5.30pm and 8 am. Mondays to Friday, All day Saturday and Sunday and every day during the school holidays.

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. The School may exercise its right to monitor the use of information in Class Dojo, including direct messaging in order to monitor policy compliance in accordance with the school's acceptable use policy.

All users of Class Dojo are to make themselves fully aware of the children who do not have permission to have their photographs shared on websites and social media from the school.

### **How we use Class Dojo at Hexham First**

#### **School Story**

This gives you information about what is happening in school on a day to day basis. It may alert you to events ie parents evening, special events, or it may alert you to an issue you need to be aware of or it may just celebrate something exciting that is happening in school.

#### **Class Story**

This gives you a great insight into what your child is doing at school on a daily basis. The Class Story can give you a 'Facebook style' timeline to see what activities have been going on in the classroom on a day to day basis. Teachers post updates on their class page- ie reminder posts about PE days, homework class learning and other important class events such as trips or assemblies. In addition, celebrations of work will be shared either individually to parents or via the class page

#### **Behaviour:**

Class Dojo is our school's reward system. Each individual can be awarded Dojo points using an interactive system and details be given as to what the point(s) are for. Pupils at school are rewarded points for following the Hexham Way and for reading at home. This system can be seen by parents using their own individual usernames and passwords when they log on from home using their own IT device. The system works with iPads, Laptops, PC's and Mobile Phones. This system runs alongside our behaviour policy

#### **Communication:**

Class Dojo aims to establish more effective communication links with parents. Teachers can communicate with parents on a 1:1 messaging service, or via the class page where general class messages can be shared. These protocols are designed to assist parents and teachers in the use of Dojo as an informal communication tool at Hexham First School. **We currently only use the messenger service for the purpose of parents sharing information about their child reading at home.**

#### **E-Portfolios:**

Class Dojo gives pupils the ability to showcase their learning by adding photos and videos to their own digital portfolios. Pupils can create and upload photos, videos, drawings, and journal entries through ClassDojo, and can also upload Microsoft Office files, PDFs, and image files from any laptop. Teachers can also use Activities to assign projects directly to pupil devices to which pupils can respond. Teachers approve any posts before they are shared with parents. Once approved, only parent accounts connected to their student can see those particular posts. Parents and teachers can leave positive feedback in the form of a like and/or comments.

#### **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 the Headteacher who may ask to view the Class Dojo page at regular intervals to ensure the policy is being adhered to.