Olveston CEVC Primary School

ClassDojo

Usage Guidance

Ephesians 3:17-19 *That Christ may dwell in your hearts through faith, as you are being rooted and grounded in love. I pray that you may have the power to comprehend, with all the saints, what is the breadth and length and height and depth, and to know the love of Christ that surpasses knowledge, so that you may be filled with all the fullness of God.*

The vision of the school, along with the values and attributes we seek to instil, form the foundation and the rationale behind our decisions, policies, and procedures as we strive to inspire the hearts and minds of all who work and learn in our school community in order for each individual to thrive and flourish. This policy has been developed to support our vision that all that we do is 'Rooted in Love'.

Introduction

1.1 ClassDojo is an online tool which offers many useful features including: behaviour management, parent/carer and teacher communication as well as class/school newsfeeds. At Olveston CEVC Primary School we will use ClassDojo for some of these features. Initially Class Dojo will be used as to celebrate pupil learning and achievements and to share information with parents and carers.

1.2 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.

1.3 In order 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 as a positive tool.

1.4 These stipulations will be regularly reviewed during and after implementation of ClassDojo to reflect the values of the school.

1.5 ClassDojo is compliant with the 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 students. 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.

How does Class Dojo work?

2.1 We use the ClassDojo App to communicate securely with parents/carers about their children online. The app offers a Facebook style interface which manages the flow of frequent information from school to home.

2.2 Parents/carers are sent a passcode which connects them to their child's account - we use ClassDojo from Year R all the way through to Year 6.

2.3 It provides an easy way for you to join the conversation. It is secure and personal to our school and provides information in an easy to use format similar to Twitter and Facebook.

2.4 We will use ClassDojo to keep in touch with you about school events, send reminders, send celebratory messages about learning and community activities.

Class Dojo has three main elements that we will be using:

- Class Story - general class news and celebrations, reminders and updates.
- School Story - news from across the school, on the day it happens, informing you about whole school events, sporting results and other whole school information and updates.
- Individual pupil/parent communication – there may be times where a teacher will share information with a parent directly; this may be a celebratory message or a specific reminder. This will only be used as a one way communication tool.

Parents/Carers and Class Dojo

ClassDojo is only available to parents and children registered at the school. Parents are reminded that they should not take images from ClassDojo and post them elsewhere online. What is posted in Dojo stays in Dojo. Breaching this requirement will lead to account suspension.

3.1 Parents/carers 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 website.

3.2 Only parents/carers or legal guardians will be given access codes to ClassDojo. It is expected that a number of parents and carers may be linked to a child's account; additional adults will only be accepted in special circumstances.

3.3 Parents/carers can view their child's story feed. They can like posts however will not be able to comment on them.

3.4 Parents/carers should not use the message feature to contact teachers. Parents and carers should send all questions and quires for teachers through the school office.

3.5 If parents/carers do not wish for their child's photographs, digital recordings or work samples to be published on ClassDojo they must inform the school office. (Please see the attached consent document)

3.6 Parents/carers cannot share photographs, messages or work samples published on ClassDojo on their personal social media accounts due to a breach of privacy. Parents/carers who share private or confidential material or information may be removed from ClassDojo.

3.7 Parents/carers will recognise that ClassDojo is a means to share positive understandings of classroom and whole school learning. It should not be used to compare students work samples, digital recordings or photographs.

3.8 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.

Children and Class Dojo

As a school Class Dojo is not being used with children. We request that parents do not give children access to their Dojo account.
As a school we are using this platform to push out information only.

Teachers and Class Dojo

4.1 Staff should be aware of the working hours (Monday-Friday 8am to 5pm) surrounding ClassDojo and any posts should be made within this time period.

4.2 Should teachers receive any messages through Class Dojo a standardised response of: 'Can all communications please be sent via the school office.'

4.3 Teachers and support staff are encouraged to post updates on their class page- the amount is at your discretion and may include regular reminder posts about swimming/PE days/homework deadlines and other important class events such as trips or assemblies. In addition, celebrations of work should be shared either individually to parents/carers or via the class page.

4.4 Teachers will regularly share messages and work samples via the Class Story page that promote positive understandings of class and whole school learning.

4.5 Teachers will only use the child's first initials of the children when posting pictures or messages on ClassDojo.

4.6 Teachers are respectfully reminded to not engage in any conversations about personal matters via Class Dojo.

4.7 Information that is considered sensitive or private will be communicated with parents/carers only via the private messaging platform, not through Class Story or Student Story.

4.8 All staff 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.

4.9 All staff must be aware of the children who do not have permission to have their photographs shared on Class Dojo.

4.10 Teachers will share photos, digital recordings, messages and work samples only for students whose parents/carers have given written permission that this information can be shared.

4.11 Teachers cannot share content published on ClassDojo on their personal social media accounts due to a breach of privacy.

4.12 Staff should only use Class Dojo on a school device. Class Dojo should not be used on personal devices.

Class Dojo Parent User Agreement Form

Parents/Carers must agree to the following statements in order to be invited to join Olveston School Class Dojo accounts

Tick to Agree	Statement
	I have read and understood the school's Class Dojo Guidance.
	I agree to adhere to this guidance.
	I am aware that all images posted on Class Dojo remain the property of Olveston CEVC Primary School and should not be reproduced. I agree not to copy or reproduce images, e.g. as screen shots, or post them on social media.
	I confirm my child will not be given access to my Class Dojo account.
	I agree not to share my password with anyone other than immediate family members, e.g. spouse, step parents
	If I have any concerns, queries or questions regarding Class Dojo or any content posted on the site, I will raise them with the school immediately.
	I agree to not use class Dojo to communicate directly with teachers (all communication must go through the school office).

The following agreement is related to what we post on Class Dojo:

Tick to Agree	Statement – I agree to the school…
	Posting pictures of my child
	Posting pictures of their work
	Posting positive comments about my child within the principles set out in this guidance

When using Class Dojo you will be subject to the Privacy Policy and any posted guidelines, policies or rules applicable to specific features of the Class Dojo Website or ClassDojo App. Details of the policy can be found on 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 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 in response to lawful requests by public authorities, including to meet national security or law enforcement requirements. For full details of the ClassDojo privacy notice and security measures outside the U.S. see:
✓ https://www.classdojo.com/privacy/
✓ https://classdojo.zendesk.com/hc/en-us/articles/202028159-Security-measures-for-outside-the-U-S-

You may also be interested in watching the video in the link below which gives a brief explanation of some the security and privacy controls on ClassDojo. https://vid.ly/7d4i1b

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

Please sign and return this form to school or email consent (All emailed response will be treated as full confirmations of the above statements)

Signed _____

Date _____

Parent of _____

in class _____

(please complete a separate form for each child in school)