



ClassDojo is an online communication platform that allows School Staff and Parents/Carers to share messages and media. It serves as a link between home and school, and allows for an easy way for important information and daily updates to be shared.

Being able to share the school day with families is incredibly important and at Tuke we are always seeking ways to improve Home-School communication. The ClassDojo App provides a translation function, whereby parents set their preferred language on their side of the App, ensuring that language is never a barrier to connect with families.

### **Tuke School will...**

#### **1. Access and Use ClassDojo safely**

- ClassDojo will only be downloaded onto school owned devices.
- ClassDojo will only be accessed within school.
- ClassDojo will typically be accessed within the hours of 8am and 5pm.
- Classes will check ClassDojo for messages at the start and end of the school day, but will not be expected to check for messages throughout the day.
- Teachers, Digital Champions or nominated staff members can write on ClassDojo.
- The Senior Leadership Team (SLT) will oversee and quality assure communications on ClassDojo with occasional moderation.

#### **2. Protect ClassDojo Passwords and ensure high levels of Digital Security**

- Teachers will notify SLT if changing their ClassDojo password and will inform the Digital Champion or other nominated staff members.
- Only Teachers and Senior Leaders will have access to passwords for each account.
- Your ClassDojo account can remain 'signed in' whilst logged in on class profiles on class computers and class iPads.

#### **3. Communicate professionally on ClassDojo**

- Staff will use a professional and friendly writing style.
- Messages will be positive and informative.
- Emojis may be used sparingly and in the correct contexts.
- Teachers will check writing entries for any errors with capitalisation, punctuation, grammar and spelling before sending.

## **ClassDojo School Policy**

- Information shared with parents or carers will discuss daily activities, important handover information and requests for items.
- Any sensitive information regarding behaviour, personal care, safeguarding or personal circumstances will be shared on ClassDojo only with prior agreement from the Parent/Carer.
- Safeguarding information will not be shared on ClassDojo.
- Teachers will give a short daily update for each student, focusing on one success of the day and covering which activities were undertaken.

### **Example:**

Simon was very independent today during a Wellbeing Workshop, and followed a range of Yoga movements with very little support!

AM: Good Morning Session, Personalised Learning, Around the World, Lunch

PM: Good Afternoon Session, Wellbeing Workshop, Communication Games, Reflection.

#### **4. Safely share photographs on ClassDojo**

- Teachers will avoid sending group photographs and ensure all students in photographs shared with families have the necessary permissions by checking the consent datasheet.
- Pictures can be sent on ClassDojo, both in individual conversations with parents or on the Class Story.
- Where necessary, Teachers will ensure students are not in photographs that would be sent to other parents or will obscure a student's face before sending the photograph.
- Teachers will try not send photographs that will be used on Evidence for Learning to avoid duplication.

### **Parents and Carers will...**

#### **1. Use ClassDojo in a cooperative and polite manner**

- Parents will communicate politely on ClassDojo.
- Parents will not use offensive or inappropriate language, or make negative comments about Staff Members or Students.
- Parents will use ClassDojo to communicate in a constructive manner to ensure that home-school communication is effective and positive.

#### **2. Kindly respond to queries from classes**

- Parents will check messages and notifications from the school and kindly respond if needed.
  - Parents will notify the school if there are any changes to contact details or access to ClassDojo.
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## **ClassDojo School Policy**

- Parents will use ClassDojo to ask any questions they have about their child's learning, wellbeing or school events.

### **3. Respect privacy and digital security**

- Parents will not screenshot or share images or messages from ClassDojo, or share these on Social Media.
- Parents will protect their ClassDojo account password and not disclose it to others.
- Parents will ensure that their child's information and privacy is protected. If Parents and Carers would like Teachers to share any sensitive information regarding behaviour, personal care or personal circumstances, please agree this with the Class Teacher.

Thank you for following these guidelines. Together, we can ensure that ClassDojo is used effectively and safely for everyone, and create a positive and productive environment for learning and communication.

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Tuke School

Reviewed: January 2024