



## **Parklee Community School**

### **Class Dojo Policy**

#### **Mission Statement**

**“Enjoy, Engage, Empower”**

***Positivity, Aspiration, Resilience, Kindness, Loyalty, Empathy, Excellence***

The following policy refers to the use of Class Dojo as a home-school communication tool.

#### **Aims:**

- To facilitate a positive online community relationship between Parklee Community Primary School and the families to share helpful information, updates, reminders and to celebrate achievements.
- To be a helpful support to Home Learning e.g. during school closures
- To support children in using online communication and social media in a positive and appropriate way that is beneficial and enhancing to their lives.

#### **Process:**

##### **Teachers and Support Staff will:**

- Post a regular ‘Class Story’ to share and celebrate the learning and activities taking place in their class
- Encourage the work sent in by children with positive comments

##### **Parents, carers and children can:**

- ‘Like’ the post of a teacher in the Class story.
- Comment on the Dojo posts in a positive way when this service is available

#### **Portfolio:**

Children with the support of their parents and carers can:

- Post their classwork like poems, speeches, and artwork to their Student story through photos and videos

#### **Messages:**

**Teachers, Support Staff, parents, carers and children can:**

- Message your child's teacher if you want to share something positive from home or congratulate your child on something they have done for school work.
- Message your child's teacher if you have a small query
- Send direct messages to contact each other with minor queries or to arrange an appointment to speak on the phone or in person for more detailed concerns.

Teachers will aim to reply on the same day to messages sent during school hours (8:50 a.m.- 3.10 p.m.) but this may not always be possible when they are teaching. During school hours we ask that you telephone the school office and leave a message with Mrs Holland or Mrs Winnard-Sivill: 01942 874203.

Messages sent outside of school hours will be responded to as soon as the teacher has availability. The times may vary with each staff member having different personal responsibilities - we support each other in maintaining a healthy work / life balance.

### Online Safety and Acceptable Use of ClassDojo

Online communication is a helpful and important part of modern life and we are using Class Dojo to support a strong link between home and school that enhances children's school experience. As stated in the school's Acceptable Use policies, we expect everybody to behave in a positive manner, engaging respectfully with the school and each other on Class Dojo, in the same way as they would face to face.

This positive behaviour can be summarised as being kind and polite and not making any posts or sending messages which are or could be construed as rude, insulting, aggressive, bullying or otherwise inappropriate.

Class Dojo has been set up using parents' email addresses so that parents can use the app together with their child. We guide parents to see this as a shared experience where they are modelling to and supporting their child in learning how to use online communication well.

Where an incident relates to an inappropriate Class Dojo post by a member of the school community, we will delete the post and contact the person directly to discuss their conduct.

If parents have a concern about school or pupil use of Class Dojo, please contact: 01942 874203.

Breaches of this policy and of school Acceptable Use Policies will be dealt with in line with the school Behaviour Policy (for pupils) or Code of Conduct Policy (for staff).

### Class Dojo's Acceptable Use Terms

1. You will not post unauthorized commercial communications (such as spam, promotional emails, or advertisements) on or through the Service.
2. You will not upload viruses or other malicious code, files or programs.
3. You will not collect, solicit or otherwise obtain login information or access an account belonging to someone else.

4. You will not bully, intimidate, or harass any User or use the Service in any manner that is threatening, abusive, violent, or harmful to any person or entity, or invasive of another's privacy.
5. You will not impersonate a Class Dojo for a School employee, or any other person, or falsely state or otherwise misrepresent your affiliation with any person or entity.
6. You will not copy, modify, or distribute any text, graphics, or other material or content available through the Service without our prior written permission, or if such content is a 'User Content', the prior written consent of such User.

Extract from the Staff Internet Access and Safety Acceptable Use Policy:

*In the first instance school devices should be used to make photographic or video records of the children's activities at school. If staff need to use their personal devices e.g. taking a photograph or video during an educational visit to be used on Class Dojo or the school website, this photo must be permanently deleted as soon as the communication has been completed. No photographs or videos must be kept or posted on staff member's private social media pages.*