



PINVIN
C^{OF}E
ACADEMY

Class Dojo Acceptable Use Policy

Policy LAB Approval:	October 2024
Date of last review:	September 2024
Date of next review:	Summer Term 2025
Policy Owner: Headteacher-	Emma Rose

Our Vision

At Pinvin we are a caring inclusive school, where everyone is welcome as Jesus welcomed all. We work closely with all stakeholders to support our children in achieving their God given potential.

At Pinvin C of E Academy, we believe that every child is a unique creation of God, with a bright future as promised in **Jeremiah 29:11: "For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future."**

We strive to create a nurturing and inspiring environment where every child can achieve their full potential. Our vision is to ensure that all our pupils can **'Be happy, grow and flourish.'** in a safe and supportive community. Through innovative teaching and a commitment to Christian values, we prepare our pupils to become confident, compassionate, and resilient individuals, ready to thrive in a changing world.

In order for children to achieve their potential we have in place and follow the following school rules known as the 'Pinvin Powers':

Be kind- being kind to others.

Be ready- being ready to learn.

Be respectful- being respectful to all.

Be safe- being safe around school.

Equality and Diversity Statement

At Pinvin C of E Academy we promote equality of opportunity. We promote positive attitudes and encourage active participation of all stakeholders regardless of race, gender, disability, age, religion, belief and sexuality.

In so doing we strive to eliminate any unlawful discrimination or harassment of any group and where any such harassment is found appropriate action will be taken immediately.

This policy has been reviewed; to the best of our knowledge, we do not feel it impacts negatively on any specific group or individual within our school community.

Introduction

We believe that an effective partnership between home and school is beneficial in supporting children in their learning.

As a result, we have introduced Class Dojo across all classes.

Class Dojo is a communication application (app) which connects parents/carers, teachers and children. Teachers use it as a communication platform to encourage children and to get parents/carers engaged in their children's learning. It has a reward component (which we link to school house points) and a communication system.

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

- Digital Sticker Points: Pupils will collect Dojo points from staff members when they show positive behaviours linked to our Christian Values, learning behaviours, school rules and house points.
- Class Story: general class news and celebrations, reminders and updates.
- School Story: news from across the school, information about school events, sporting results and other whole school information.

Teachers can communicate with parents via the class page where general class messages can be shared. Teachers can create engaging content including videos and interactive tasks for children to complete as part of their home or remote learning. Children can engage in their learning in school and home by posting evidence of work they are proud in their journal and responding to tasks and feedback from their teacher. Parents can be kept informed of class events and see evidence of their child's work and learning environment.

The school will not be using the individual communication function – all individual communications will be sent from the office and parents must continue to phone or email the main office to contact staff.

Aims:

1. To establish more 'in the moment' effective learning links with parents.
2. To inform parents of progress, general events and improve accessibility to whole school and class communications.

Teacher Responsibilities:

- Teachers are expected to access their Class Dojo account via the website www.classdojo.com (they may also download the free app onto their school laptop and iPad).
- 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. The following should be a minimum though:
 - ❖ regular reminder posts about swimming/PE days/home learning deadlines and/or other important class events such as trips or assemblies.
 - ❖ Celebrations of work should be shared either individually to parents or via the class newsfeed.
- All members of staff using Class Dojo are asked to set a 'quiet hours' on their page from 00:00 to 23:30 to reduce the possibility of individual messages being sent.

Staff will not respond to individual messages from parents – all individual communications will still be via the school office.

- Teachers will not have the app on their personal mobile devices.
- Where parents are able to comment on whole school or class stories, staff are respectfully reminded to not engage in any conversations about personal matters via the class page or the messaging service. If a comment from a parent requires more than a simple response, then a phone discussion is more appropriate.
- Teachers must make themselves fully aware of the children who are in LA care or who do not have permission to have their photographs shared on Class Dojo and ensure that these children do not appear on Class Dojo.

Parent/Carer Responsibilities:

- Only parents/carers or legal guardians will be given access codes to Class Dojo. It is expected that up to two parents will be linked to a child's account; any additional adults will only be added in special circumstances.
- Agree to follow the Parent User Agreement Form (appendix 1).
- If you have any questions, queries or concerns, please discuss these with your child's teacher.
- Parents / carers are expected to continue to communicate via the School Office. Although the messaging service may appear available messages will not be responded to.
- Parents must be polite and respectful when commenting on the class or whole school news feed. Any inappropriate comments will be removed/blocked and the service may be removed.
- Parents must ensure that their child uses Class Dojo safely and support them in uploading evidence of learning.

Pupil Responsibilities:

- Agree and follow the school rules for Class Dojo.
- Encourage parents to engage with Class Dojo.

Leadership Responsibilities:

- Monitoring of the policy will be by Senior Leaders who can view each Class Dojo page at regular intervals to ensure the policy is being adhered to and address any misuse with the relevant parties.
- Senior Leaders will regularly review the use of Class Dojo to ensure it is effective in achieving the aims of this policy.

Links With Other Policies:

- Behaviour policy
- Child protection policy
- Data protection policy and privacy notices
- ICT and internet acceptable use policy
- E-Safety policy

Appendix 1:

Class Dojo Parent User Agreement Form

Parents/Carers must agree to the following in order to be invited to join Pinvin C of E Academy's Class Dojo account:

- I have read and understood the school's Class Dojo Policy.
- I give permission for my child to use Class Dojo.
- I agree to the school posting pictures of my child, their work and positive comments about my child on Class Dojo, which could be viewed by other members.
- I am aware that all images posted on Class Dojo remain the property of Pinvin C of E Academy 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 agree that any messages or information I send to the school will be positive, respectful and in keeping with the positive spirit of Class Dojo and the school policies.
- I understand that teachers will not message individual parents / carers through the app.
- I agree not to post negative messages or raise serious concerns on the Class Dojo site. Should I have any complaints or concerns related to my child's education or care, I agree to raise the issue using the stages identified in the school's Complaints Procedure and Policy. (Note – This policy is available on the school website or in person from the school office.)
- I agree not to share my password with anyone other than immediate family members, e.g. spouse.
- If I have any concerns, queries or questions regarding Class Dojo or any content posted on the site, I will raise them with the Deputy Headteacher or the Headteacher.

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 5 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/en-gb/privacy/>

You may also be interested in watching the video in the link below which gives a brief, simpler explanation of some the security and privacy controls on ClassDojo. <https://vid.ly/7d4j1b>

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, remove and return this slip to the School Office to enable access to Class Dojo:

Signed Date

Parent/carer ofin Class