



Timbertree Academy

The best in everyone™

Part of United Learning

Acceptable Use Policy



ClassDojo

Headteacher: Mrs Harjit Chahal

Executive Headteacher: Miss Michelle Green

Chair of Governors: Mrs Claire Ferens

Date Policy Ratified: May 2024

Date of Review: May 2025

Policy Rationale

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 conducted by Senior Leaders who may ask to view the Class Dojo page to ensure the policy is being adhered to. This policy is the responsibility of the school's Local Governing Body.

The information and protocols in this policy are designed to assist pupils, parents and teachers in the use of Class Dojo as a communication tool at Timbertree Academy. This policy states appropriate and acceptable use.

What is Class Dojo?

Class Dojo is an online platform that is designed to communicate securely between school and home. It is used widely across both primary and secondary schools in the UK successfully. The Class Dojo app or website offers a social media-style interface which manages the flow of frequent information from school to home. It can be accessed through a smartphone or tablet app or through a desktop browser.

It is secure and personal to our school and provides information in an easy to use format similar to Facebook. Class Dojo is compliant with the GDPR. Parents give permission for the school to process their child's data on the system when they complete the data processing consent form.

Our Class Dojo account is only available to parents and pupils registered at Timbertree Academy. Parents are reminded that they should not take images from Class Dojo and post them elsewhere online. Breaching this requirement will lead to account suspension.

Why we are using Class Dojo at Timbertree Academy?

- It is easy to use with a child-friendly interface
- It can be used to track and share house points with parents and carers
- Teachers can share work with pupils
- Pupils can share their learning with their teacher
- It can be used to upload photos and write comments
- It celebrates the children's learning individually and as a class
- It is an effective home school communication tool
- Posts can be translated into 35 languages

Roles and responsibilities

School Staff's Roles

- To follow all safeguarding policies and staff code of conduct
- To award Dojo points to children
- To share weekly homework with children and parents
- Display images in line with parental consent
- To use Class Dojo in a positive manner to celebrate learning
- Post images of learning in the classroom, school trips, residential visits, to share with parents
- Be aware of online safety in regard to images of pupils
- To respond to parent questions/comments when appropriate
- To use Class Dojo only during the agreed hours

Parent's Roles

- To follow all safeguarding policies and parent code of conduct
- To contact the school regarding non-urgent questions and queries
- To read school news feeds to keep up-to-date with all school communications, dates and deadlines
- To use images and Dojo points to discuss with their child/ren about their learning
- Provide positive feedback for their child by commenting on, or liking, their work
- Parents and carers are not permitted to share images shared on Class Dojo via any form of social media

What Class Dojo must not be used for:

- To report your child's absence a telephone call to the school office is required
- Enquiries about classroom or playground incidents. These must be communicated with school in the usual way and in a polite manner. Any messages deemed to be confrontational will not be responded to via Class Dojo.
- A replacement for parent-teacher meeting. Attendance at Parent's Evening is still a requirement
- Complaints; these must be communicated with school in the usual way following the school's Complaints Policy.

Quiet hours will be set during a period of school closure. This means teachers will not reply outside of the hours of 7.30am-6.00pm.

Acceptable Use

- Parents and Carers are expected to follow the usual Code for Conduct when communicating with school. If there is inappropriate or misuse of the Class Dojo, the headteacher will be informed and the school has the right to terminate use of Class Dojo with individuals or the whole school community.
- Teachers will not use Class Dojo to manage unacceptable behaviour
- Teachers are only expected to look at Class Dojo during the school hours between 7.30am and 6.00pm. Quiet times will be set for the rest of the day.
- Class Dojo should not be used to send urgent messages to and from school. These must be sent via the school office in the usual way.
- Teachers will not engage in any conversations about personal matters via the class page or the messaging service. If parents or carers wish to speak to their child's class teacher about personal matters, this must be done via school phone number.
- School will require consent to share photos on the Class Story page. If parents or carers do not give permission, teachers will not share child's images on the class page. Teachers may still upload photos to a child's individual story which their teacher will be able to see and comment on.
- Teachers may not be checking Class Dojo during the day as they are teaching in school. Please be patient and understand that teachers are working hard and are extremely busy during the school day
- Any abusive, inappropriate or intolerant behaviour on Class Dojo will be reported and the login will be terminated.