


RedscopePrimary School
Class Dojo Expectations and Acceptable Use Policy

	Name of School	Redscope Primary School
	Policy review Date	November 2024
	Date of next Review	November 2025
	Who reviewed this policy?	E. E. Cobley A Bradbury

Introduction:

Class Dojo is an online platform, which offers many useful features including positive behaviour management, parent/teacher communication and class/ school newsfeeds. To ensure we are able to safely utilise what it has to offer, it is important that all users are aware of the following expectations:

Pupils and Class Dojo:

- Class Dojo is an online platform that Classes may use to set pupils work, homework and to communicate with parents at home.
- Class Dojo can be used on all electronic devices relying that they are connected to the internet.
- Children do not have access to messaging services through their student accounts.
- Children must not access their parents account or use it to send messages to their teachers.

Parent/ Carers and Class Dojo:

- Parents 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 the Class Dojo website.
- Only parents 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 accepted in special circumstances.
- Within the app or website, parent accounts also have access to both a whole-school and class newsfeed where you will find important information posted by staff.
- Parent accounts also have the facility to send messages to the Class teacher, however the following stipulations apply:

Parents may message class teachers, however there is no expectation for teachers to reply outside the hours of 8am-5pm or the 'quiet hours'. This is essential to safeguard the wellbeing and work-life balance of our staff.

Parents who do not use the messaging system correctly will be reminded to use the service correctly. If this is repeated then they risk being removed from the online platform.

Parents should look at the newsfeed regularly to keep up to date with messages, school events and information.

Parents must make sure that children cannot access their parent account and are not able to send messages under their name.

Purpose and Expectations for parents:

Purpose:

To provide a channel of communication between parents and teachers, where appropriate (please see below);

For school to share communication with parents, in addition to the usual sharing of emails.

Expectations:

Class Dojo messages will not be answered by class teachers in the school day, as their focus will be on teaching the children: teachers may respond to messages between 8.00-8.30 and 3.30-5.00 (depending on other timetabled commitments such as staff training). For non-urgent messages, this may not be immediate, but within 24 hours.

Please pass on messages about appointments, attendance or SEND concerns via the school office, not via Dojo.

Teachers and Class Dojo:

- Staff should be aware of their working-Class Dojo hours (Monday- Friday 8am – 5pm).
- Teachers should not feel pressurised to check or respond to messages outside of the above time frame and are encouraged to activate 'quiet hours' on their account.
- Teachers are not required to respond to parent messages whilst they are teaching.
- Should teachers receive any messages which they find inappropriate, they should report them to a member of the Senior Leadership Team immediately so that appropriate action can be taken.
- Should Safeguarding or Wellbeing concerns be raised through the use of the platform, teachers are responsible for ensuring that they are recorded and reported in line with our Safeguarding Policy.