



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 rules and expectations. The following policy refers to the use of Class Dojo as a home-school communication platform.

Aims:

To ensure key information relating to school life or classes is shared quickly and efficiently;

To maintain the community relationship between Tywardreath School and families so that school continues to be an active presence in their lives.

Teachers and Class Dojo:

- Teachers will be encouraged to award Dojo points to pupils when they demonstrate our school values of: respect, compassion, ambition, resilience, community and curiosity.
- Dojo points are not taken away for negative behaviours.
- Should teachers receive any messages which they find inappropriate, they should report them to a member of the Senior Leadership Team immediately so that they can take appropriate action.
- Should a staff member decide that Class Dojo is not a suitable way to respond to a question/concern, they may instead decide to telephone parent or organise a formal meeting.
- Should safeguarding or wellbeing concerns be raised through the use of the platform, teachers are responsible for ensuring that they are recorded on CPOMs and reported in line with our Safeguarding Policy.
- On Monday, a post outlining learning for the week and any upcoming events will be shared. On Friday, a 'celebration' post will be shared. During the week, an additional post will be shared with an update of learning that has taken place. Disruption may occur in times of staff absence.
- Class specific updates will be shared on the class newsfeed, for example, details of school trips, attendance awards, PE and swimming reminders etc.

Parents/Carers and Class Dojo

- Only parents or legal guardians will be given access codes to Class Dojo.
- By using our school Dojo site, there is an agreement to the terms set out in this usage agreement.
- Parents can view the total of number points their child's received along with the reason they have been given.
- Within the app or website, parent accounts also have access to both a whole- school and class newsfeed where important information will be posted by staff.

- Parent accounts also have the facility to send messages to members of staff; however the following stipulations apply:
 - Parents may message class teachers using the chat feature, between the hours of 8.00am, and 4.00pm. If messages are sent outside these hours, there is no expectation for teachers to reply. This is to safeguard the wellbeing and work-life balance of our staff.
 - Teachers will aim to reply as soon as possible to messages sent during school hours (8.00am-4pm) however, please be aware that any message sent during school hours may not be received immediately due to teaching commitments. If you require an urgent response, please contact the school office.
 - **The following matters should always go through to our Main Office and are not the responsibility of teachers to be passed on:**
 - **absence**
 - **sickness**
 - **change to end of day routine**
 - **complaints**
- Parents who do not use the messaging system correctly will be given a warning should the service continue to be misused, they will be removed from the platform.
- Parents should look at the newsfeed regularly to keep up to date with messages, school events and information..

Additional Class Dojo 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.

If parents have a concern about school or pupil use of Class Dojo, please contact:
tywardreath@tpacademytrust.org.

Breaches of this policy and of school AUPs (Acceptable Use Policies) will be dealt with in line with the school behaviour policy (for pupils) or code of conduct (for staff). Further to this, where an incident relates to an inappropriate Class Dojo post by a member of the school community, we will contact the parent or staff member and delete the post / request that the post be deleted as appropriate and will expect this to be actioned promptly.