



## **Class Dojo Expectations and Acceptable Use Policy at Waterside Primary Academy**

### **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 we use to set pupils work, homework and to communicate with parents at home.
- Class Dojo can be used on all electronic devices as long as 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.
- Parent can view the total number of points their child has received along with the reason that they have been given.
- 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 members of staff, 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 should not use the messaging tool to enquire about the progress of their child on any level, but can use it to arrange a meeting with a class teacher to discuss questions that they may have.
  - 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 is just one form of communication.
- 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 3.30-4.00 (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 or admin address: [office@watersideprimaryacademy.org](mailto:office@watersideprimaryacademy.org), not via Dojo.

### **Teachers and Class Dojo:**

- Teachers will be encouraged to award Class Dojo points to pupils when they demonstrate positive behaviours or attitudes to learning.
- 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.