Outcomes First Group

# Class Dojo Policy & Acceptable Use Agreement

(In support of the Parent/Carer School Communication Policy)

Meadows View School

# CLASS DOJO POLICY AND ACCEPTABLE USE AGREEMENT

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## 1.0 INTRODUCTION

ClassDojo is a communication tool designed to support positive behavior, promote pupil growth, and enhance communication between school, pupils, parents/carers. This Acceptable Use Agreement outlines the appropriate and responsible use of ClassDojo by all stakeholders.

Class Dojo is a communication application (app) that connects parents/carers, teachers and pupils. Teachers can share and celebrate pupil achievements via the class page where general class messages can be shared. Teachers can create engaging content, including videos and photographs of the learning. Parents can be kept informed of class events and see evidence of their child/young person's work and learning environment.

## 2.0 AIMS

1. To support the delivery of an effective parent/carer communication strategy as outlined in the 'Parent/Carer School Communication Policy'.
2. To share with parents/carers examples of their child/parent's learning and engagement at school.
3. To enhance our positive relationship with parents/carers outside school.
4. To celebrate whole school and individual achievements during the day/week/term/year.

## 3.0 TEACHER RESPONSIBILITIES

- Teachers are expected to access their Class Dojo account via the website www.classdojo.com and also download the free app onto their school laptop and tablet.
- By signing up to use the ClassDojo application, Teachers agree to follow this Acceptable Use Agreement.

- 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 will be a minimum:
  - regular reminder posts about swimming/PE days/home learning deadlines and/or other important class information such as trips or events.
  - Celebrations of work are shared via the "Class Story" feed.
- Teachers will not engage in any conversations about child/young person matters via the class page or the messaging service. Please read the school's Parent/Carer School Communication Policy to understand how you can contact the school or your child/young person's teacher.
- Teachers must make themselves fully aware of the pupils who do not have permission to have their photograph/video/audio shared on Class Dojo, and ensure that these children do not appear on Class Dojo, users are expected to maintain confidentiality of pupil information.

## 4.0 PARENT/CARER RESPONSIBILITIES

- By signing up to use the ClassDojo application, parents/carers agree to follow this Acceptable Use Agreement.
- Parents/Carers must provide consent for their child's participation and use of ClassDojo.
- Parents/Carers will use the platform to stay informed about their child/young person's school day, keep track of key events and share in the celebration of their child/young person's progress within school.
- Parents/Carers must not share photos, videos, or pupil information posted in ClassDojo on public platforms.
- Parents/Carers must respect the privacy of other pupils and families, users are expected to maintain the confidentiality of pupil information.
- The school will provide an access link to only those who hold parental/care responsibility for the child/young person.
- Parents/carers will not use the direct messaging function of the platform to contact school.
- Parents/carers will not allow their child/young person to access the parental Class Dojo account.

## 5.0 PUPIL RESPONSIBILITIES

- Pupils will not have access to their own Class Dojo accounts.
- Pupils will not access their parent/carer Class Dojo accounts.

## 6.0 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.

## 7.0 PRIVACY & DATA PROTECTION

- Class Dojo has complied with GDPR since it went into effect on May 25, 2018.
- Class Dojo uses security industry best practices to protect personal information, including using

encryption and other security safeguards to protect personal information.

- Class Dojo stores all personal information on highly secure data centers that are access-controlled. The Service is hosted on servers at a third-party facility, with whom they have a contract for providing enhanced security measures. For example, personal information is stored on a server equipped with industry-standard firewalls. In addition, the hosting facility provides a 24x7 security system, video surveillance, intrusion detection systems, and locked cage areas.
- ClassDojo's databases store your personal information encrypted at rest, which converts all personal information stored in the database to an unintelligible form.
- Class Dojo ensures passwords are stored and transferred securely using encryption and salted hashing.
- When you enter any information anywhere on Class Dojo, they encrypt the transmission of that information using secure socket layer technology (SSL/TLS) by default.
- For more information, please see Class Dojo's Security Whitepaper.
- For more information on GDPR compliance please see here How ClassDojo complies with GDPR – ClassDojo Help Center.

## 8.0 PROHIBITED USES

Users may not:

- Use ClassDojo to bully, harass, or discriminate against others.
- Share login information or access someone else's account.
- Upload inappropriate, offensive, or non-educational content.
- Use ClassDojo for commercial or non-educational activities.

## 9.0 VIOLATIONS

Violations of this agreement may result in:

- Removal of access to ClassDojo.
- Disciplinary actions in accordance with school policies.
- Communication with parents/carers for resolution.

## 10.0 LINKS WITH OTHER POLICIES

- Anti-bullying Policy
- Behaviour Policy
- Child Exploitation Policy
- Child on Child Abuse Policy
- Complaints Policy
- Equality and Diversity Policy
- Safeguarding Policy
- Low Level Concerns Policy
- Mobile and Smart Technology Policy
- Parent/Carer School Communication Policy
- Staying Safe Online Policy
- Data Protection Policy and Privacy Notices
- ICT and internet acceptable use policy



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