

Class Dojo: Acceptable Use Policy

Willen Primary School



Approved by:	Carrie Matthews	Date: September 2024
Last reviewed on:	N/A	
Next review due by:	September 2025	

1. Scope

Class Dojo is an online tool that we (Willen Primary School) use to improve communication and engagement with the families of our children. The App allows families to stay up to date with news and events, get a glimpse of life in the classroom and have regular contact with the class teacher/s.

This policy sets out the exceptions and regulations for all users of Class Dojo.

These are in place to ensure that all users (staff, families, children) are kept safe, are well protected and that the Dojo community aligns with the school's wider vision and values.

2. Expectations for School Staff

- ☐ Invite families (those with parental responsibility only) to join Dojo at the start of every year or when they join the school community (using contact details that we store on our management system)
- ☐ Ensure all children in the class have consent for photographs before posting any photos
- ☐ Post regular and timely communications that are relevant to families and that may include information on learning, news and events, positive behaviour and good news stories
- ☐ Try to ensure a 'fair' selection of images and stories that includes as many children as possible over the course of the year
- ☐ Use the messaging facility to communicate with families on matters that are appropriate. Consider if a phone call home or a face to face meeting might be more appropriate
- ☐ Administer and record rewards as per the school's rewards policy, celebrating the success of individuals in a wide range of activities (not limited to academic achievements)
- ☐ Aim to respond to direct messages within 3-5 working days where possible. Consider leaving 'space' between messages and responses to ensure that you have considered your response and where appropriate, sought advice from Phase Leaders/colleagues
- ☐ Do not respond to messages relating to issues/enquiries that should be directed to the school office. This includes: complaints, finance/trips/bookings, medical/illness, attendance/leave of absence requests, pick up/drop off authorisations. Please direct families to the office@willenprimary.org address for such matters, using a provided template response
- ☐ Protect your own wellbeing by ensuring that quiet hours are set and adhered to, that weekends and personal time are protected.
- ☐ Follow all other, related school policies including (but not limited to); confidentiality, photography and video of children, GPPR, safeguarding and child protection, AUP at all times
- ☐ Remember your right to remove any content or comments that you feel are inappropriate
- ☐ Report anything that makes you uncomfortable to the Headteacher with immediate effect
- ☐ Use the agreed standardised message (below)

2. Expectations for Families

- ☐ Use the messaging facility to communicate with school adults on matters that are appropriate. Consider if a phone call or a face to face meeting might be more appropriate
- ☐ Do not send messages to teachers relating to: complaints, finance/trips/bookings, medical/illness, attendance/leave of absence requests, pick up/drop off authorisation, messages for senior leaders

(Head, Deputy Head, Assistant Head). These are matters that are coordinated in the main school office (and not by teachers). Please use the office@willenprimary.org address for such matters

- ☐ Protect our teacher's wellbeing. If the content of your communication is in any way likely to offend, upset or cause concern for a member of the school team then it should not be sent via Dojo. All complaints or concerns of this nature should be emailed to the school office for the attention of the Headteacher
- ☐ Respect the teacher's right to time off- please avoid messaging outside of working hours/days. Urgent enquiries should be directed to office@willenprimary.org as this inbox is monitored regularly
- ☐ Do not share access, images or content from Dojo with anyone outside of the Dojo group
- ☐ Regularly engage with Dojo by checking messages and the School and Class Story
- ☐ Celebrate your child's successes (Dojo points) and engage them in talking about their learning and progress
- ☐ Do not allow your child access to the messaging service of your account to message the teachers or other children
- ☐ Report anything that makes you uncomfortable to the Class Teacher or Headteacher with immediate effect

4. Dealing with problems

If there are any problems with adhering to expectations around Dojo use, we will:

Contact parents directly to make them aware of the issue

Remove access to Dojo

Contact any relevant external authority (Police, MASH etc.) where required

4. Monitoring arrangements

We will review this policy as guidance every year. However, we retain our right to remove access or to remove the facility completely at any time.

We will seek feedback from all stakeholders on the usefulness of Class Dojo on an annual basis and only reinstate each year if feedback from staff and families continues to be positive.

Standardised message:

This is a standardised message. You are receiving this message as your recent communication falls outside of our agreed acceptable use policy for Class Dojo.

Should you wish to raise your concern/comments/issue with the school leadership team, they can be contacted via office@willenprimary.org