

ClassDojo Policy

Use in madrasah and for remote learning

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Headteacher	Maulana Mohammed Patel
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It is the responsibility of all members of staff who use ClassDojo to ensure it is used according to this policy. Monitoring of the policy will be conducted by the headteacher and senior leaders who may ask to view any member of staff's account and will have access to all classes' ClassDojo page to ensure the policy is being adhered to.

This policy is the responsibility of the headteacher.

The information and protocols in this policy are designed to assist pupils, parents and teachers in the use of ClassDojo as a communication tool at Madrasah Abu Hurairah. This policy states appropriate and acceptable use.

What is ClassDojo?

ClassDojo is an online platform that is designed to communicate securely between school and home. It is used widely across both primary and secondary schools in the UK successfully. An introduction to ClassDojo video can be found [here](#). This video gives an overview of what ClassDojo offers; please bear in mind we have tailored the services it offers to fit the needs of our madrasah, so not all aspects that you may see in the video will be in use at Madrasah Abu Hurairah.

Class Dojo has four main elements:

	Use when Madrasah is on-site	Use during Remote Learning
Dojo Points	Teachers will be using this to record points earned by each child. Parents/carers can view this on their account.	Teachers will be using this to record points earned by each child. Parents/carers can view this on their account.
Class Story	Teachers will use this element to share classwork/homework each week as well as important announcements and updates.	Teachers will use this element to share classwork/homework each week as well as important announcements and updates.
Student Story	When instructed by teacher, children may use this to share any homework.	This element will be used by each child to share their workbook activities with their teacher. Teachers will use this element to feedback to each pupil.
Messaging	This element will be used for some communication between teachers and parents.	This element will be used for some communication between teachers and parents.

The ClassDojo app or website offers a social media-style interface which manages the flow of frequent information from school to home. It can be accessed through a smartphone or tablet app or through a desktop browser. Teachers at Madrasah Abu Hurairah will be accessing ClassDojo through their personal devices, using Madrasah accounts. It is secure and personal to our school and provides information in an easy to use format similar to Twitter and Facebook.

ClassDojo is compliant with the GDPR. Parents give permission for the school to process their child's data on the system when they complete the data processing consent form.

Our ClassDojo account is only available to parents and pupils registered at Madrasah Abu Hurairah. Parents are reminded that they should not take images from ClassDojo and post them elsewhere online or via any messaging platform. Breaching this requirement will lead to account suspension.

You can find out more about [ClassDojo's Privacy Policy here](#).

Parents will be sent a link which connects them to their child's account. Parents will be required to set up an account if they do not already have one.

Why we are using ClassDojo at Madrasah Abu Hurairah

- It is easy to use with a child-friendly interface.

- It can be used to track and share reward points with parents and carers.
- Teachers can share work with pupils.
- Pupils can share their learning with their teacher.
- It can be used to upload photos and write comments.
- It celebrates the children's learning individually and this can be extended to sharing learning with the whole class.
- It is an effective home school communication tool which can be used to support home learning.
- Posts can be translated into 35 languages.

How ClassDojo will be used at Madrasah Abu Hurairah

Teachers will use Class Dojo to communicate the following with parents and carers:

- Points earned by their child in madrasah. Points will be awarded for:
 - Creativity
 - Curiosity
 - Fluency
 - Kindness
 - Memorisation
 - On Task
 - Participating
 - Persistence
 - Progress
 - Respect
 - Teamwork
 - Working Hard
- Wow moments / information about work.
- Homework their child is to complete.
- To support home learning should madrasah resort to remote learning.

Use of ClassDojo during remote learning

- Teachers will share useful resources.
- Teachers will share tasks to be completed at home.
- Pupils will be able to share their completed work with their teacher.
- Teachers will give feedback to the children on the work they have completed.

Roles and Responsibilities

Teachers' Roles

- To follow all safeguarding policies and staff code of conduct.
- To award points to children in their class as per guidance.

- To share weekly overview of learning with children and parents.
- Display images in line with parental consent.
- To use ClassDojo in a positive manner to celebrate learning.
- Post images of learning in the classroom to share with parents.
- Be aware of online safety.

Parents' Roles

- To follow all safeguarding policies and parent code of conduct.
- To use images and ClassDojo points to discuss with pupils about their learning.
- Provide positive feedback for their child by commenting/liking their work.
- Parents and carers are not permitted to share images shared on ClassDojo via any form of social media.
- To use the whole madrasah communication system- phone/WhatsApp/email to inform the school of important information about pupils.

What Class Dojo must not be used for

- Replacement of absence notes: a message via WhatsApp or email to the madrasah office is still required.
- Enquiries about any incidents: these must be communicated with madrasah through the office.
- A replacement for parent-teacher meeting.

Messaging

- Quiet hours will be set during weekends and holidays. This means teachers will not reply during these times.
- Parents and carers must allow teachers 48 hours to reply to any messages from Monday to Friday. Teachers will always endeavour to respond as soon as possible.
- Any urgent queries should be sent to the Madrasah office.
- Teachers do not have any fixed hours wherein they will respond to messages or upload content.

Acceptable use

- This policy should be read in conjunction with our Parent Code of Conduct Policy and E-Safety Policy.
- Parents and Carers are expected to follow the usual Code of Conduct when communicating with the madrasah.
- Pupils will be expected to use appropriate language and show expected behaviours when using ClassDojo.
- If there is inappropriate or misuse of ClassDojo, the headteacher and senior leaders will be informed and the madrasah has the right to terminate use of ClassDojo with individuals or the whole madrasah community.

- Teachers will award ClassDojo points for the following areas: creativity, curiosity, fluency, kindness, memorisation, on task, participating, persistence, progress, respect, teamwork, working hard.
- ClassDojo should not be used to send urgent messages to and from madrasah. These must be sent via the madrasah office in the usual way.
- Teachers will not engage in any conversations about personal matters via the class page or the messaging service. If parents or carers wish to speak to their child's class teacher about personal matters, this must be done by prior arrangement with the madrasah office via phone number/ WhatsApp message/email.
- Madrasah will require consent to share photos on the Class Story page. If parents or carers do not give permission, teachers will not share child's images on the class page. Teachers may still upload photos to a child's individual story which their teacher/parents and carers will be able to see and comment on.
- We will operate on a 48-hour response turn around as we do with emails. Teachers may not be checking ClassDojo on the days/in the hours they are teaching in madrasah.
- Any abusive, inappropriate or intolerant behaviour on ClassDojo will be reported and the login will be terminated.

Acceptable use specifically relating to periods of madrasah closure

- ClassDojo will be used as the tool for supporting home learning during periods of madrasah closure.
- Tasks will be set via uploaded documents, pictures or videos
- Children can take a photo of their work and upload it to their portfolio for their teacher to view.
- The teacher will acknowledge it by 'liking' it and may add an additional comment on some pieces of work.
- Parents and carers may use the messaging tool on ClassDojo during periods of madrasah closure to ask questions about the learning set or seek clarification. Parents and carers must remember that teachers will be responsible for the needs of all pupils in their class and must not mis/overuse this tool.

Please read in conjunction with the following policies available on our website:

Behaviour Policy

Remote Learning Policy

Parent Code of Conduct

Safeguarding Policy