

ClassDojo Policy

The purpose of this policy is to establish clear expectations and guidelines regarding the use of the ClassDojo app for staff and parents/caregivers at Erina Heights Public School. This policy operates in conjunction with the NSW Department of Education Code of Conduct, Social Media policy and other relevant policies.

ClassDojo is a fabulous tool which enables communication between parents and teachers to support students. As a school we have set preferred hours for communication from 7:30am – 6:00pm Monday to Friday. We ask that parents understand and respect that teachers, due to a range of family and personal circumstances, are not always able to read or answer messages sent outside these hours.

Whilst teachers check ClassDojo throughout the day, it is possible that messages sent during teaching time are not read until the end of the day. If there are emergent changes to your child's routine e.g., pick up arrangements, please contact the office on 4367 7608 **before 2:15pm** and a message will be sent to your child's class teacher.

Expectations of staff:

- Staff do not have to download the ClassDojo app on their personal devices. ClassDojo can be accessed by the website www.classdojo.com on school computers.
- Class Teachers are expected to create a ClassDojo account via the website www.classdojo.com.
- Office staff will create new classes once classes have been finalised for the new calendar year. Office staff will add the Class Teacher, Assistant Principal, and any other relevant staff to the class.
- Class Teachers will send out ClassDojo invitations to parents in their class for all students at the beginning of the school year and for any new students that join their class throughout the school year.
- Class Teachers will use ClassDojo as a communication tool to share information with parents/caregivers as needed. E.g., Whole class announcements/reminders via Class Story and private messages for the parents/caregivers of individual students.
- Class Teachers are not required to respond to messages outside the hours of 6:00pm – 7:30am.
- Teachers can set 'quiet hours' on their ClassDojo page that informs parents that they may not read or reply to messages outside the designated hours if they choose.
- Class Teachers will ensure they have checked that every student in every image has permission to be published before sharing an image on ClassDojo.

Students who do not have permission to be published will not have their image shared with parents/caregivers on ClassDojo.

- Photos sent to parents/caregivers by private message should not contain the image or work sample of any other student.
- Communication of negative incidents and other concerns should be communicated via a phone call or face-to-face meeting (COVID-19 restrictions permitting).
- Teachers represent the Department of Education and Erina Heights Public School when communicating with parents/carers via ClassDojo. Written communication on Class Story, School Story or by private message to parents/carers should be professional and link directly to student learning and wellbeing. ClassDojo should not be used for communication of a personal nature or for expressing views that do not reflect the views of the Department of Education or Erina Heights Public School.

Optional for staff:

- Class Teachers may choose to share general information about what the class is learning about and photos of learning experiences via ClassDojo. However, teachers should be mindful of not posting work samples that share the level of academic achievement of individual students on the Class Story newsfeed. E.g., A writing sample of a student who is working below grade level featuring the student's name and/or image.
- Class Teachers are encouraged to share a photo of any paper note sent home on their Class Story to ensure all families receive the necessary information.

Expectations of parents/caregivers:

- Turn on notifications for ClassDojo to ensure they receive all information from their child's teacher in a timely manner.
- Have the understanding that Class Teachers cannot respond to ClassDojo while they are teaching and therefore will not respond immediately to messages.
- Class Teachers will check ClassDojo Monday – Friday between 6:00pm – 7:30am. If the Class Teacher is absent, a reply might not be received until they return to school.
- Parents are still required to contact the office for any urgent messages, e.g., same day change in pick up arrangements. This will ensure that urgent messages reach students in time. ***If the message cannot wait 24 hours, call the office.***
- A request is to be made for a phone call or face-to-face meeting (COVID-19 restrictions permitting) to discuss their child's progress, complaints, or any enquiries about incidents. Parents can send their request for a phone or face-to-face meeting via private message in ClassDojo and the teacher will respond with their availability. Alternatively, parents can leave a message at the office for their child's teacher to call them at their earliest convenience.

- Any image containing a student other than your own child, e.g., whole class or small group photo, may not be published or shared digitally in any way. This includes publishing or sharing on social media apps such as Facebook, Twitter, TikTok, Snapchat or any website.
- Behaviour or language that is not appropriate in a school or classroom setting is not appropriate on Erina Heights Public School's ClassDojo. Communication must be respectful.
- Save any content prior to the end of the school year as classes are archived on the last day of term 4 and access will be removed.
- A reminder will be posted in ClassDojo and the in the final two school newsletters for term 4, falling in week 8 and 10 of the term.

Students Graduating or Leaving School

- When a student graduates or leaves the school, they will be removed from ClassDojo on their final day of school.