Westquarter Primary School & Nursery Class

Class Dojo Policy

Updated

August 2024

Aims of Class Dojo Policy

All classes in Westquarter Primary School and Nursery have a Class Dojo account. These accounts will be used to share information with parents and carers.

Purpose

The purpose of this policy if to ensure:

1. •Staff stay safe when using Class Dojo.
2. •Parents and Carers are aware of how Class Dojo will be used.

Aims

Class Dojo is used to:

•Share information and news.
•Celebrate children's achievements and successes within Westquarter.
•Demonstrate safe and responsible use of social media.

Policy details

When using Class Dojo, staff must:

•Ensure their password is not shared with anyone other than those responsible for the class
•Ensure they are aware of who has permission for Class Dojo and photographs.
•Use Class Dojo for educational purposes.
•Not address any individual queries on Class Dojo. This is not the platform to discuss or debate school/nursery related issues, however teachers can acknowledge successes by means of positive comments.
•Only use Class Dojo to share positive messages about the school/nursery.
•Not share a photograph and a child's name and only use the first initial of their first name to accompany a photograph of an individual. First names only can be used in a group post without a photograph. If photographs are used then a general post is acceptable.
•Request that parents and carers do not tag or share photographs, videos or posts.

•Request that parents and carers to not identify pupils in the comments.
•Only access Class Dojo on their personal mobile phone if their phone is PIN or password protected.
•Delete any photographs from personal mobile phones and online memory (e.g. cloud) on a regular basis. Photographs should not be stored for longer than is required.
•Report any inappropriate content to the appropriate authority. For example, Class Dojo and the Head teacher.

When using Class Dojo, parents and carers must:

•Not use Class Dojo as a forum to ask questions or raise concerns. If you have any questions/concerns they should be raised with the class teacher or a member of the Senior Leadership Team directly through the main office (01324 503950 or westquarterprimaryschool@education.falkirk.sch.uk).
•Ensure that no child under the age of 13 uses Class Dojo without appropriate adult supervision.
•Only use Class Dojo to share positive messages about the school/nursery.

Please note:

"We shall do our best to ensure that the postings on our page are in line with our aims. However, since we cannot monitor every conversation or posting we expect that users do not post content which falls into the categories listed below and we reserve the right to remove any posting which we deem unsuitable.

Like many other organisations on Facebook/Twitter, we require that users will not post content which falls into the following categories:
- offensive, abusive, defamatory or insensitive;
- fraudulent, deceptive or misleading;
- unrelated or off topic;
- those with an intention to provoke;
- advertising or spam;
- anything which infringes the intellectual property rights or privacy rights of others;
- individually identifying pupils or providing information which may place a child at risk.

Any individual who persistently misuses this page shall be blocked access to the page. The Police may be contacted if any of the content is threatening or abusive in any way. These notes may be amended at any time.
If you see content which you feel the establishment would not endorse, or feel that someone is misusing the site then please contact us via the website contacts"