



Summer Hill Public School ClassDojo Protocols

Purpose:

The purpose of this protocol document is to establish a shared understanding of the use of the ClassDojo communication application at Summer Hill Public School.

Rationale:

- Social media for educational purposes complements existing classroom activities and communication channels.
- ClassDojo is a communication app for the classroom, which aims to connect staff, parents/carers and students through the ability to share photos, videos and messages.

Implementation:

The following are expectations of staff and parents/carers at Summer Hill Public School.

Teachers **will**:

- send messages on school days during school terms on school related matters
- occasionally send messages outside of these times for more urgent matters, such as cancellation of events and activities
- use ClassDojo as a celebration of learning or to share information about teaching and learning
- check and certify that images containing any student in their class has permission to be published

Teachers **may** use ClassDojo for:

- a behaviour reward system
- privately posting a photo of a child or a work sample in student portfolios. Teachers will ensure any photos posted to a parent/carer must not contain the image of any other student who does not have permission to publish
- reminders or whole class announcements as one form of communication
- as the start of the communication process such as asking for parent helpers for school and class activities for parents to then respond by emailing teachers on their Department of Education email

ClassDojo **will not** be used for:

- daily or extensive information or updates relating to a child's progress. Communication of this nature will be shared over the phone or in person – or as agreed upon by the teacher and parent/carer.
- receiving and/or sending urgent messages or reminders. Teachers cannot check and

respond to messages during class time. Please allow a *minimum* 24 hour response time to private messages. If there is a question that requires an immediate response, parents are asked to contact the school office.

- the only means of communication between teachers, the school and parents/caregivers

Parents and carers, are asked to please:

- turn on notifications on ClassDojo
- email your child's teacher to arrange a face to face or phone interview or to discuss matters relating to your child at any time during the school year
- do not publish photographs posted on ClassDojo that contain images of children other than your own through social media such as Facebook, email and Instagram.

Parents and carers, please don't use ClassDojo for:

- early pick up or change of arrangements requests. Please contact the office.
- a replacement for parent-teacher interviews
- inquiries about incidents. Contact your child's teacher via email to arrange a face to face or phone interview
- complaints.

Access to ClassDojo:

Access to ClassDojo will be restricted to only those people who have parental responsibility for the student in the class.

Further information including the Class Dojo privacy policy can be found here

<https://www.classdojo.com/>

