



NORTH NOWRA PUBLIC SCHOOL

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ClassDojo Protocols for Parents/Caregivers, Students and Staff.

Purpose:

The purpose of this protocols document aims to establish an understanding of the expectation and guidelines regarding the use of the ClassDojo communication application at North Nowra Public School.

Rationale:

- ClassDojo is a communication app for the classroom, which aims to connect staff, parents/caregivers and students through the ability to share photos, videos and messages. They use ClassDojo to work as a team, share in the classroom experience, and bring big ideas to life in their classrooms and home. www.classdojo.com/about/
- Each class teacher at North Nowra Public School will utilise various aspects of ClassDojo to support their positive behaviour program and communicate with parents/caregivers of children in their class

Aim:

To provide all staff, students and parents/caregivers with clear guidelines on school expectations when using ClassDojo.

Implementation:

The following are expectations of staff and parents/caregivers at North Nowra Public School.

TEACHERS:

- Will endeavour to send messages in business hours e.g. 8am-6pm
- If there is an urgent need for a message, it may be out of business hours
- Each teacher will utilise a variety of positive behaviour strategies and a variety of ways to communicate with parents and caregivers of children in their class
- Will use ClassDojo as a communication tool
- Will ensure they have checked and certified that images containing any student in their class e.g. a whole class photo has permission to be published
- Do not have to use ClassDojo as a reward system

Teachers may use ClassDojo for:

- A behaviour reward system
- Communication to parents during work hours
- Private message a photo of a child or a work sample. Teachers will ensure any photos posted to a parent/caregiver must not contain the image of any other student and should be positive in nature
- To send reminders or whole class announcements as one form of communication
- As the start of the communication process. Where needed, parents/caregivers will be contacted via phone to follow up on any issues and concerns.

- Homework queries and general inquiries. E.g. Is any parent able to assist on the excursion?
- What we are working on in class

ClassDojo will not be used for:

- Daily or extensive information or updates relating to a child's progress. Any communication relating to this should be done either face to face or by a phone interview
- Instant return messaging of questions from parents. If there is a question that requires an immediate reply, parents are asked to contact the school office
- The only means of communication between teachers and parents/caregivers

PARENTS AND CAREGIVERS

- Parents are requested to turn on notifications on ClassDojo
- Parents are asked that you contact your child's teacher to arrange a face to face or phone interview at any time during the school year
- From time to time you may receive a photograph or work samples or even activities that your child is doing at school. Any image containing a student other than your own (e.g. whole class, small group) may not be published through another social media site e.g. Facebook, Instagram etc.

What it is not used for:

- Early pick up or change of arrangements requests. These still go through the office
- A replacement for parent-teacher interviews
- Inquiries about incidents. These should be dealt with via a phone call or an interview
- Complaints: These should be dealt with personally via a phone call to the teacher or office

Evaluation:

Expectations will be evaluated and updated on a yearly basis or as the need arises.

Please note:

Our staff work hard to provide an excellent education for our students here at North Nowra and care deeply about the children in their care. Teachers are not expected to instantly respond to ClassDojo messages and can set 'quiet times' where they will not be alerted if there is a message. This is important for our staff to also have their own time to relax, particularly on weekends or in the evenings. Please be understanding if a staff member does not immediately respond to you.

Behaviour or language that is not appropriate in a school or classroom setting is not appropriate on social media channels created for educational purposes. Social media for educational purposes should complement existing classroom activities and not interrupt learning.

Let's use this amazing tool to build partnerships for the best interests of our students.

If there is an **emergency** after hours or your child needs immediate support, please call **000** or other services.

- Your doctor
- Lifeline 13 1114
- Kids Helpline 1800 55 1800
- Beyond Blue. 1300 22 4636