

Class Dojo - Acceptable Use Policy 2025



Ystruth Primary School
Ysgol Gynradd Ystruth

Adopted by Governing Body: October 2025

Date to be reviewed: September 2027



Class Dojo Acceptable Use Policy



1. Purpose

Class Dojo is a school-managed online platform that allows teachers to:

- Share key messages and updates with parents and carers.
- Celebrate and showcase children's achievements, learning, and behaviour.
- Support positive communication between school and home.

This policy provides guidance for staff, pupils, and parents/guardians on the safe, responsible, and respectful use of Class Dojo in line with Welsh Government guidance, safeguarding requirements, and the school's values.

2. Scope

This policy applies to:

- All school staff using Class Dojo to communicate or share content.
- Parents and carers accessing Class Dojo for updates or communication with the school.
- Pupils whose work or achievements are shared on Class Dojo.

3. Communication Guidelines

- **Direct Contact with Staff:**
 - Class Dojo will not have direct messaging enabled for parents/guardians to contact staff.
 - Parents should communicate with staff only through the school office or during designated morning contact times for non-urgent matters.
 - Class Dojo should not be used for urgent issues, complaints, or medical/personal requests.
- **Commenting on Posts:**
 - The platform will not allow parents to comment on posts.
 - Posts are for information sharing and celebrating pupils' work only.
- **Post Timing:**
 - Updates and posts will be shared at the earliest convenience.
 - Posting times may vary between classes and cannot always be immediate.
- **Professional Conduct:**
 - All school-generated posts will maintain professional, respectful, and appropriate communication.

4. Privacy and Data Protection

- **Login Security:**
 - Parents/guardians must not share their Class Dojo login credentials with anyone outside their household.
 - Staff accounts are for professional use only and must not be shared.

- **Data Protection:**
 - The school follows the UK GDPR and Data Protection Act 2018.
 - Personal information about pupils, staff, or other families must not be shared via Class Dojo.
- **Photographs and Videos:**
 - Permission is required for pupils to appear in photographs or videos.
 - Photos and videos shared via Class Dojo are for **personal use only** by parents/guardians.
 - Parents/guardians must **not post images from Class Dojo on social media or share externally** without explicit permission.
- **Retention:**
 - School-related posts and messages will be kept in accordance with the school's data retention policy.

5. Responsible Use

- Class Dojo is to be used to support learning, communication, and celebration of achievements.
- Discussions of sensitive issues, complaints, or personal family matters should not be conducted via Class Dojo.
- Pupils may access Class Dojo only with staff supervision if required.
- Parents and guardians should ensure their children do not misuse the platform.

6. Consent

- By using Class Dojo, parents/guardians confirm they have given consent for their child's image, work, or achievements to appear on Class Dojo.
- Consent can be withdrawn at any time by contacting the school office.
- Staff will ensure only pupils with permission appear in photographs or videos shared on Class Dojo.

7. Safeguarding

- Class Dojo must never be used to share inappropriate content, bullying messages, or personal information that could compromise the safety of pupils or staff.
- Any safeguarding concerns arising from Class Dojo use should be reported immediately to Mrs Melanie Miller the Designated Safeguarding Lead (DSL) or the deputy DSLs (Mrs Amy Skuse, Mrs Joanne Stonuary or Mr Shaun Pugh).

8. Staff Responsibilities

- Staff must only use school-managed accounts for posting updates or messaging parents.
- Staff should ensure content is appropriate, accurate, and relevant to school purposes.
- Staff should monitor comments and feedback from parents and respond professionally or escalate concerns to senior leaders if necessary.

9. Parent/Carer Responsibilities

- Parents/guardians should use Class Dojo respectfully and responsibly.
- Parents/guardians must not post content that is offensive, abusive, or critical of staff, pupils, or other parents.
- Parents/guardians must not share photographs or videos from Class Dojo on social media.
- Parents/guardians must notify the school if they notice inappropriate content or behaviour on the platform.

10. Consequences of Misuse

Misuse of Class Dojo may result in:

- Warnings or removal of access to the platform.
- Escalation to school leadership or governors.
- Referral to external authorities if safeguarding or legal breaches occur.

11. Policy Review

- This policy will be reviewed annually by the senior leadership team and updated as needed.
- Updates will be communicated to staff, parents, and governors.

Acknowledgment

By using Class Dojo, parents/guardians, pupils, and staff agree to comply with this policy and ensure the safe, respectful, and responsible use of the platform.