



Ras Al Khaimah Academy

ClassDojo – Policy Guidelines

Rationale:

Parents and guardians together with all staff of the Academy all play a critical role in the development and education of students. A strong and effective partnership between them enriches the learning experiences of students. We use ClassDojo in the Academy as a key tool for engaging with parents/guardians to enhance this partnership.

The ClassDojo App/programme:

- establishes effective communication links with parents,
- encourages positive behaviour

The purpose of this document is to provide guidelines and procedures for the teachers and parents/guardians enabling them to use the tool in an effective, efficient and responsible manner.

Introduction:

ClassDojo, used by over 35 million users worldwide, is a popular platform to connect parents/guardians, teachers, and students. ClassDojo can be accessed through an app installed on mobile devices or through a browser using a laptop or a desktop computer.

There are two major aspects of this tool that we use at RAK Academy:

- As a communication tool to share with and engage parents/guardians in learning of their students and keep them informed of what is going on in the class, in the school, and the Academy. The tool also allows teachers to communicate respectfully with specific parents about students.
- A behavior management tool that allows enforcement and maintenance of positive behaviour and to moderate and eliminate negative or potentially negative behaviours. Specific expectations or rewards can be set by teachers to monitor the behaviour of their classes.

There a range of other features available to teachers and parents/guardians including; individual goal setting, think-pair-share questions, random student and group selection and noise-meter.

To use the tool effectively, it is critical that all stakeholders adhere to a set of principles. The Academy expects that all using the tools will be respectful and polite at all times resulting in more effective use of time and in better morale for all involved.

The Academy commits to provide open and transparent information about our programmes and procedures. The guidelines outlined in this document highlight responsibilities for teachers, and parents/guardians to support the goals by becoming fully informed and by strengthening the parent-teacher partnership.

Guidelines for Teachers

- Each school has a ClassDojo Administrator (CDA) who typically is a senior teacher. The CDA uses lists from the Admissions Office to create groups and codes for students.
- The staff will provide the codes to parents/guardians to enable them to access their classes/groups of students. The codes are sent at the beginning of the first term on a printed letter via their children.
- Teachers will encourage parents/guardians to sign-up to ClassDojo and get involved in the education and well-being of their students. Teachers can use students to encourage their parents/guardians to sign up for ClassDojo.
- Teachers will install the ClassDojo App on their mobile devices. In doing so they pledge that the device (on which ClassDojo is installed) will be accessible only by them or the app will be protected by user name/password. Teachers should use a desktop or laptop computer while in school as much as possible.
- Teachers will add new students who join their class (or groups) after initial enrollment and throughout the year. Teachers will ensure that any student who leaves their classes (or school) is removed from the list.
- There are multiple overlapping groups in ClassDojo including Grade Groups and Schools. Grade Leaders and Intervention Leaders and Head of Schools will ensure appropriate membership of the groups.
- All messages sent to parents/guardians about the school (including but not limited to about school events, closures, etc.) will need to be reviewed and authorised by the Head of School. Similarly, messages at other levels will be processed accordingly:

No.	Messages Related With	Review and Authorized By
1	School events, closures, policies etc.	Head of School
2	Grade information e.g. School Trips etc.	Grade Leader/Intervention Leader
3	Class information e.g. behaviour, attendance etc.	Class Teacher/Form Teacher
4	Group information e.g. ECA etc.	Teacher in Charge

ClassDojo will not be used for sending messages related with policies, procedures, and events until authorised by the Executive Principal.

- School leaders will be assigned for occasional monitoring of messages and communication on ClassDojo for adherence with this policy.
- Teachers will regularly post updates on classes (or other group) pages. This may include posts about sports, learning in the form of weekly newsletters, homework deadlines or other class events such as trips or events.
- The content of all posts should be relevant to the respective groups but is left to the discretion of the teacher.
- Teachers will not use ClassDojo for communicating about any personal matters with parents/guardians or students. Their communication at different levels will be limited to school and class information specific to the students.
- Teachers will not use ClassDojo to share information about students with anyone who is not their parent/guardian.
- Teachers will discourage parents/guardians from posting messages of a personal nature on any forums. In the event of an inappropriate message a member of the senior leadership will remove the message and call the parent concerned to explain.
- Teachers will set quiet hours/days on their page. The quiet hours will be 7:30 PM to 7:30 AM Sundays through to Thursdays, over the weekends and during holidays. During these times/days messages will not be read or responded to unless in case of unforeseen urgent event or in emergencies.
- Teachers will ensure that any messages sent are free from spelling and grammatical mistakes and are clearly written keeping in view our multilingual audience. When in doubt they will get messages reviewed by another teacher to ensure that the message is properly written.
- Teachers will refrain from starting, continuing, or supporting forum discussions on ClassDojo that are conducive to conflict among participants of the forum.

- Although teachers are encouraged to respond to questions by parents/guardians, they will refrain from engaging in discussions (especially of contentious nature) and will instead use phone or face to face meetings for such purposes.
- Teachers will discourage (through personal messages or phone calls as appropriate) any discussion that is irrelevant to the school including topics of religious or political nature.
- Teachers will ensure photographs of students that do not have parent/guardian permission will not be posted on groups on ClassDojo. All teachers to adhere to the updated list of pupils who are not to be photographed.

Guidelines for Parents/Guardians

- Parents/guardians will be able to access their children's class. The login details to ClassDojo and parent guidelines will be sent home at the beginning of the first term on a printed letter.
- Parents/guardians communication with the teachers must be related to school and class information specific to their children.
- Parents/guardians are not to post messages of a personal nature on any forums. In the event of an inappropriate message a member of the senior leadership will remove the message and call the parent concerned to explain.
- Teachers will set quiet hours/days on their page. The quiet hours will be 7:30 PM to 7:30 AM Sundays through to Thursdays, weekends and holidays. During these times/days messages will not be read or responded to unless in case of unforeseen urgent event or in emergencies.
- Parents/Guardians should message relevant teachers if they have any questions, queries, or other concerns about their children using ClassDojo. Parents/guardians can always speak with teachers on the phone or in face-to-face interaction or through emails.