



# Wolston St Margaret's C of E Primary School

LEARNING, BELIEVING AND ACHIEVING TOGETHER TO  
'LET YOUR LIGHT SHINE'

*MATTHEW 5:16*

## ClassDojo Usage Policy September 2025

Our Christian vision shapes all that we do: Learning, Believing, and Achieving together to  
"Let your Light Shine" (Matthew 5:16).

Guided by our Christian values of **Honesty, Love, Courage and Community**, we encourage all to flourish. Like a lamp set high to light its surroundings, everyone — whether timid or outgoing — is called to share their light for all to see. Our vision welcomes children and adults of all faiths and none, inspiring them to live, grow, and learn together, showing the world their unique light.

## **Introduction**

- 1.1 ClassDojo is an online tool which offers many useful features including: Parent/Carer and teacher communication via class/school newsfeeds.
- 1.2 ClassDojo is free and works on any iOS/Android/Kindle Fire device or web browser. Parents/Carers can also read all Class Story posts in their preferred language instantly.
- 1.3 In order for the system to work efficiently and effectively and ensure that we safely utilise it's full potential, this document will highlight stipulations around use from Teachers and Parents/Carers in order to keep ClassDojo as a positive tool.
- 1.4 These stipulations will be annually reviewed during and after implementation of ClassDojo to reflect the values of the school.
- 1.5 ClassDojo is compliant with the GDPR and Parents/Carers give permission for the school to process their child's data on the system when they complete the data processing consent form. All information on ClassDojo is private between teachers, parents/carers and students. Information is never sold and ClassDojo permanently deletes students' personal information when they stop using ClassDojo. Teachers, parents and students can always access and delete their information at any time.

## **How does Class Dojo work?**

- 2.1 We use the ClassDojo App to communicate securely with Parents/Carers about their children online. The app offers a class-blog style interface which manages the flow of frequent information from school to home.
- 2.2 Parents/Carers are sent a passcode which connects them to their child's account - we use ClassDojo from Nursery all the way through to Year 6.
- 2.3 Pupils will have the opportunity to login to their own area of ClassDojo and change their avatar. Please note, children do not have access to use messaging services through ClassDojo.
- 2.4 We will use ClassDojo to keep in touch with you about school events, send reminders, send celebratory messages about learning and community activities.

Class Dojo has two main elements that we will be using:

- **Class Story** - general class news and celebrations, reminders and updates.  
**School Story** - news from across the school, on the day it happens, informing you about whole school events, sporting results and other whole school information and updates.

## **Parents/Carers and ClassDojo Usage**

***ClassDojo is only available to parents and children registered at the school. Parents are reminded that they should not take images from ClassDojo and post them elsewhere online. What is posted in Dojo stays in Dojo. Breaching this requirement will lead to account suspension.***

- 3.1 Parents/Carers can use a generated invite code in order to link with their child's class, either through the use of the smart phone app or website. Only parents/Carers or legal guardians will be given access codes to ClassDojo. Parents/Carers can view their story feed and like posts if they so choose.
- 3.2 If Parents/Carers do not wish for their child's photographs, digital recordings or work samples to be published on ClassDojo they must inform the school office and opt out.
- 3.3 Parents/Carers cannot share photographs or work samples published on ClassDojo on their personal social media accounts due to a breach of privacy.  
***Parents/Carers who share private or confidential material or information may be removed from ClassDojo.***
- 3.4 Parents/Carers will recognise that ClassDojo is a means to share positive understandings of classroom and whole school learning.
- 3.5 Parents/Carers will understand that the number of posts will not be consistent from week to week and will be dependent on events that are happening in school. The number and content of posts may also differ across year groups. Each week, class teachers will endeavour to give a whole-class update reflecting on the learning from that week and any future learning.
- 3.6 Teachers/school staff will refrain from posting at weekends, unless there is a reminder or urgent update that is deemed necessary

***Parents who use the platform inappropriately and/or breach policy, will have their account suspended.***

### **Teachers and ClassDojo Usage**

- 4.1 Staff should be aware of the working hours (Monday-Friday 8.00am to 5pm) surrounding the use of ClassDojo.
- 4.2 Teachers are encouraged to post updates on their class page- the amount is at your discretion and may include regular reminder posts about swimming/PE days/homework deadlines and other important class events such as trips or assemblies.
- 4.3 Teachers will only use the first names of the children when posting pictures or messages on the ClassDojo story (and may, on occasions, use the first initial of a child's surname also if there is more than one child that shares the same first name within that class).
- 4.4 Teachers are respectfully reminded to not engage in any conversations about personal matters via the class page. (Please work within Wolston St Margaret's Code of Conduct Policy and Online Safety Policy)
- 4.5 All users of Class Dojo are to make themselves fully aware of the children who are in LA care or who do not have permission to have their photographs shared on websites and social media from the school. Teachers will share photos, digital recordings, messages and work samples only for students whose parents/carers have given written permission that this information can be shared.
- 4.6 Teachers cannot share content published on ClassDojo on their personal social media accounts due to a breach of privacy.

- 4.7 It is not expected that you will need the app on your mobile device, please be mindful of the impact this may have on your personal time if you do decide to have the app on your mobile device.

#### Appendix 1: Online Safety and Acceptable Use of Class Dojo

Online communication is a fact of modern life and we are using Class Dojo to support a strong links between home and school that ultimately enhances children's school experience. As stated in the school's acceptable use policy, we expect everybody to behave in a positive manner, engaging respectfully with school and each other on ClassDojo.

##### Additional Class Dojo Acceptable Use Terms

- You will not post unauthorised commercial communications (such as spam, promotional emails, or advertisements) on or through the Service.
- You will not upload viruses or other malicious code, files or programs.
- You will not collect, solicit or otherwise obtain login information or access an account belonging to someone else.
- You will not bully, intimidate, or harass any User or use the Service in any manner that is threatening, abusive, violent, or harmful to any person or entity, or invasive of another's privacy.
- Where an incident relates to an inappropriate Class Dojo post by a member of the school community, we will contact the parent or staff member and delete the post/request that the post be deleted as appropriate and will expect this to be actioned promptly
- You will not copy, modify, or distribute any text, graphics, or other material or content available through the Service without our prior written permission, or if such content is a User Content, the prior written consent of such User.

If parents have a concern about the use of Class Dojo please contact:

[admin3192@welearn365.com](mailto:admin3192@welearn365.com)

Breaches of this policy and of school AUPs (Acceptable Use Policies) will be acted upon and may result in account suspension and further action in relation to GDPR and Safeguarding.