



ClassDojo Acceptable Use Policy

Introduction

ClassDojo has formed an integral part of our kindy communication system. The basis of this policy is to ensure ClassDojo is used in a consistent manner and ensuring it stays useful and not overwhelming for staff or parent/caregivers.

Staff Acceptable Use Policy

General Guidance

- Staff should not install the ClassDojo App on personal devices
- Apps should only be downloaded on password protected devices.
- Teachers and ECW's should have access to ClassDojo.
- The only adults given access to ClassDojo should only be those parents/caregivers on a child's enrolment form

Messaging

- Educators will only use the messaging service for contacting parents regarding kindy messages/ reminders or sharing their child's learning at kindy.
- Complaints or concerns are best addressed by phone or in person rather than using ClassDojo to avoid misinterpretation of messages
- Educators should not reply to messages during personal time (6pm – 8pm weekdays and all weekend). This is to protect educators' personal time and not set an expectation of immediate response.
- Educators that feel they need advice regarding messages received this should be discussed with the Director.

Class Story

- Class story will be used for posting of specific information relating to a kindy group
- Comments on the class wall should always be positive in nature
- Posted pictures should only ever be associated with the first name of the child
- Parents reserve the right to ask for photos not to be posted on ClassDojo and this is recorded on their permissions form. Educators must adhere to the parents' request.

For confidentiality, professional and ethical standards we also Staff to not connect with current year parents at kindy on Facebook or Instagram(Social media). Thankyou

Parent Acceptable Use Policy

Messaging

- Messaging service should only be used for kindy related positive communication.
- Responses from educators will be during their administration time, parents should not expect educators to respond to messages out of hours or when they are not at kindy.
- If you have any concerns or complaints, please speak directly to a staff member to resolve your issue. The purpose of ClassDojo is for educators and families to exchange information about children's learning and to keep parents updated about their child's learning and development over their kindy time.
- Respectful communication through messaging is expected – please post and respond in a respectful manner. Kind and considerate communications are expected and inappropriate comments and language will not be tolerated, resulting in your removal from the group.
- Frieda Corpe Kindergarten reserves the right to remove posts/members that do not adhere to, or comply with the group rules.

Class Wall

- Comments on the class wall should always be positive in nature
- If you have concerns about a post please contact the Director
- No photo sharing – you agree to not take screen shots and share photos or photos on other social media platforms.
- If you do not give permission for images of your child to be shared with other kindergarten families, please contact us directly and we can ensure that your child's photograph is only sent to your personal account. Please note: If you would prefer to not send or receive photographs, your family could use this platform to simply exchange messages with your educators and receive kindy information from the Director.

By signing your child's kindergarten permissions in reference to photos given to you as part of enrolment you are agreeing to abide by the above mentioned conditions.



ClassDojo Acceptable Use Procedure for staff

Only Frieda Corpe Kindergarten Educators that have a Dojo account are able to send photos and information/messages home to parents.

Use Class story for a whole of group experience to send to all families or tick individual children to send photos to just those families.

Please send photos of small groups of children or individuals to their families only, not to the whole group.

Make sure photos are of children's learning i.e. educational (not "cute photos") and always have a learning caption with the photo and where possible the children's voice.

Please do not send a photo without any information.

Videoring of children is to be used only during a special event which cannot be depicted with a photo e.g. Caleb from Musical Muscles and only with that performers permission.

All photos/videos must be thoroughly checked by the educator taking the photo/video before sending it through to parents to ensure it is appropriate. i.e. what is happening in the background, are all the children involved presented well. i.e. facial expressions etc. What is being said in the background of the video? What else can be seen in the background that may not be appropriate?

Please keep a checklist of children re photos being sent home so it is equitable for all. E.g. over a month.

Please send home photos at the end of the day so that you have time to check the relevance of the photo, who you are sending it to and time to think about what you are writing to explain the learning.