



ClassDojo Policy and Procedure

Introduction

ClassDojo has formed an integral part of our kindy communication system. This platform is used to share children's learning through photographs, observations, and snapshots. We use this platform to share our program, happenings, important dates, announcements, community events, and as a platform to exchange messages with parents/ caregivers.

Aim

We strongly believe that communication with families can develop strong partnerships and help families to feel connected to their children's experience at preschool. Having strong communication forms an important part of NQS QA6 – Collaborative partnerships with families.

The basis of this policy is to ensure ClassDojo is used in a consistent manner and ensuring it is used appropriately by educators and parents/ caregivers and supports strong communication and partnerships with families.

General Guidance

- Apps should only be downloaded on password protected devices.
- App should not be used on personalise 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

- Messaging service should only be used for Kindergarten related communication.
- The only adults given access to ClassDojo will be parents/caregivers on a child's enrolment form.
- Parents/ caregivers should not send messages during personal time (6pm– 8am weekdays and all weekend). Responses from educators should not be expected during this time.
- Educators will endeavour to check messages on the days they work. If you have an urgent message, please phone the Kindergarten directly.
- If parents/ caregivers have any concerns, speak directly to a staff member to resolve the issue.
- Respectful, kind, and considerate communication through messaging is expected, and inappropriate comments and language will not be tolerated, resulting in potential removal from the group.
- The purpose of ClassDojo is to exchange information about children's learning.
- Through this app families can choose to send educators photos of your child engaging in learning at home/abroad. Please be respectful of your child in your choice of photos.
- The educators at South Port Kindergarten reserve 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 immediately.
- No photo sharing – parents/ caregivers agree to not take screenshots and share photos or photos on other social media platforms.
- 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 parent/ caregiver request.
- If parents do not give permission for photographs to be shared or received, they can use this platform to receive communications and exchange messages with educators.

Related Reference Documents:

Department for Education Social Media Policy

National Quality Area 6 – Collaborative Partnerships with families and communicates.

National Quality Area 1 – Educational Program and Practice

Approved by Governing Council:

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