

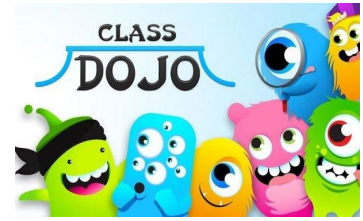
## WEST RYDE PUBLIC SCHOOL

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### West Ryde Public School ClassDojo Code of Conduct

#### **AIM:**

These protocols are designed to assist parents and teachers in the use of ClassDojo as a formal communication tool at WRPS. They define appropriate and inappropriate use of the program.

**Encourages students:** ClassDojo gives students positive feedback for any skill relating to West Ryde Public Schools PBEL (Positive Behaviour Engaged Learners) focus areas: Being Safe, Being Respectful or Being a Learner.

**Seamless school community and family engagement:** Teachers can share photos, videos and messages with parents and/or carers. They can also see Class Story, class photos and announcements. Parents or carers can enter multiple parent codes to their account, allowing them to connect with all of their children's classes.

**Free and works on any device:** ClassDojo is free and works on any iOS/Android/Kindle Fire device or web browser. Parents and/or carers can also read all Class Story posts in their preferred language instantly.

**ClassDojo is safe:** All information on ClassDojo is private between teachers, parents 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.

#### **Parents and Carers Code of Conduct for ClassDojo:**

- Information that is sensitive and private will be sent to the teacher via the private messaging platform and remain confidential.
- Parents and/or carers will only contribute positive feedback to the Class Story feed in the form of liking the story/post. Any other feedback or comments should be shared privately with the teacher. If parents and/or carers do not wish for their child's photographs, digital recordings or work samples to be published on ClassDojo they must indicate this via the permission to publish consent form.
- Parents and/or carers cannot share photographs, messages or work samples published on ClassDojo on their personal social media accounts due to a breach of privacy. Parents and/or carers who share private or confidential material or information may be removed from ClassDojo at the discretion of the school executive.
- Parents and/or carers will recognise that ClassDojo is a means to share positive understandings of classroom and whole school learning. It should not be used to compare students work samples, digital recordings or photographs.
- Communicate respectfully and constructively with the class teacher and use expected procedures and protocols when raising concerns.

### **Teacher Code of Conduct for ClassDojo:**

- Teachers will share photos, digital recordings, messages and work samples at their discretion, only for students whose parents and/or carers have given written permission that this information can be shared.
- Information that is considered sensitive or private will be communicated with parents and/or carers only via the private messaging platform, not through Class Story.
- Teachers will share messages and work samples via the Class Story page that promote positive understandings of class and whole school learning.
- Teachers have the right to remove any contributed content that they feel is negative or unrelated to the promotion of positive learning practices, in a timely manner.
- Teachers cannot share content published on ClassDojo on their personal social media accounts due to a breach of privacy.
- Teachers will provide parents and/or carers who are unable to access ClassDojo with an alternative means of communication to ensure that they can also be aware of classroom and whole school practices.

### **WHAT CLASSDOJO MUST NOT BE USED FOR:**

- Replacement of absence notes or early pick up requests: a note is required and early leavers are still required to go to the office.
- Inquiries and concerns about behaviour and student welfare. All student welfare and behaviour issues are to be addressed using the WRPS Home-School Communication Matrix.
- A replacement for parent-teacher interviews.

### **YOU SHOULD NOT EXPECT AN ANSWER ON CLASSDOJO:**

- If messages are received outside of normal working hours (Mon-Fri 8:00am – 5:00pm) and on weekends and during school holidays.
- Staff will endeavour to respond within 48 hours.
- Not all messages require a response by staff.

**West Ryde Public School teachers, parents & carers who participate in ClassDojo agree to the terms of ClassDojo and the NSW Department of Education's School Community Charter. If these terms are breached West Ryde PS executive staff in consultation with the principal will decide on an appropriate course of action.**

**For more information about Class Dojo please refer to: <https://www.classdojo.com/en-GB/#LearnMore>**

**WRPS Policy: To be updated January 2022**