

ClassDojo Guide for Parents:

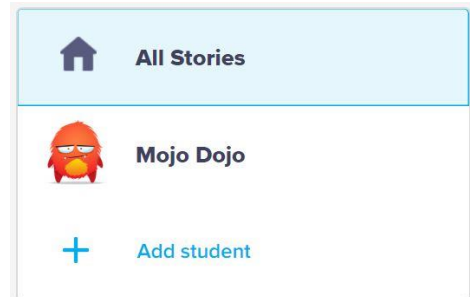
What is ClassDojo?

Class Dojo is an interactive reward system that allows parents to see what and how well their children are achieving in school. However, while the school is closed, we will be using it to communicate with you and your child and find out how home learning is going. You can use Class Dojo on an app for iOS and Android, and also from a computer at: www.classdojo.com

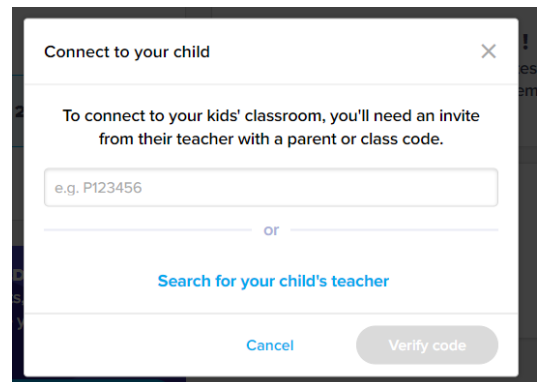
How to connect your child to ClassDojo?

By now, you should have been sent an invitation to ClassDojo and set up an account. You can use the same email and password to login via the website or the ClassDojo app. First, you need to connect your child with your parent profile.

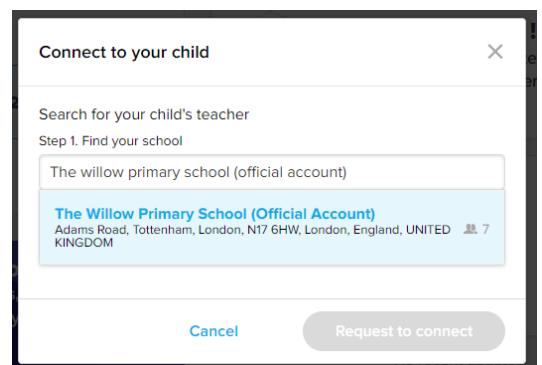
1. Click on the "+ Add Student" button on the left side of your screen.



2. Click on "Search for your child's teacher. You **do not** need a class code to connect your child's profile.



3. Search for "The Willow Primary School (Official Account)". Find your child's class teacher and enter your child's name. A request is sent to the class teacher, who will then approve it.

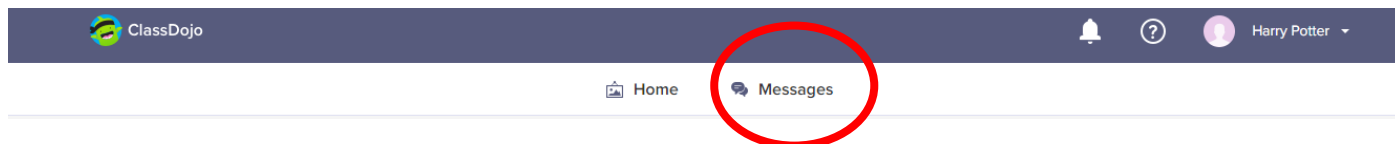


How to use ClassDojo?

Messaging

ClassDojo Messaging helps teachers and parents safely and privately communicate with each other.

The messaging feature is similar to Facebook Messaging. As long as you have internet access, you can use ClassDojo Messaging! On the website and apps you'll see a "Messages" tab where you can select a teacher, then view and compose messages



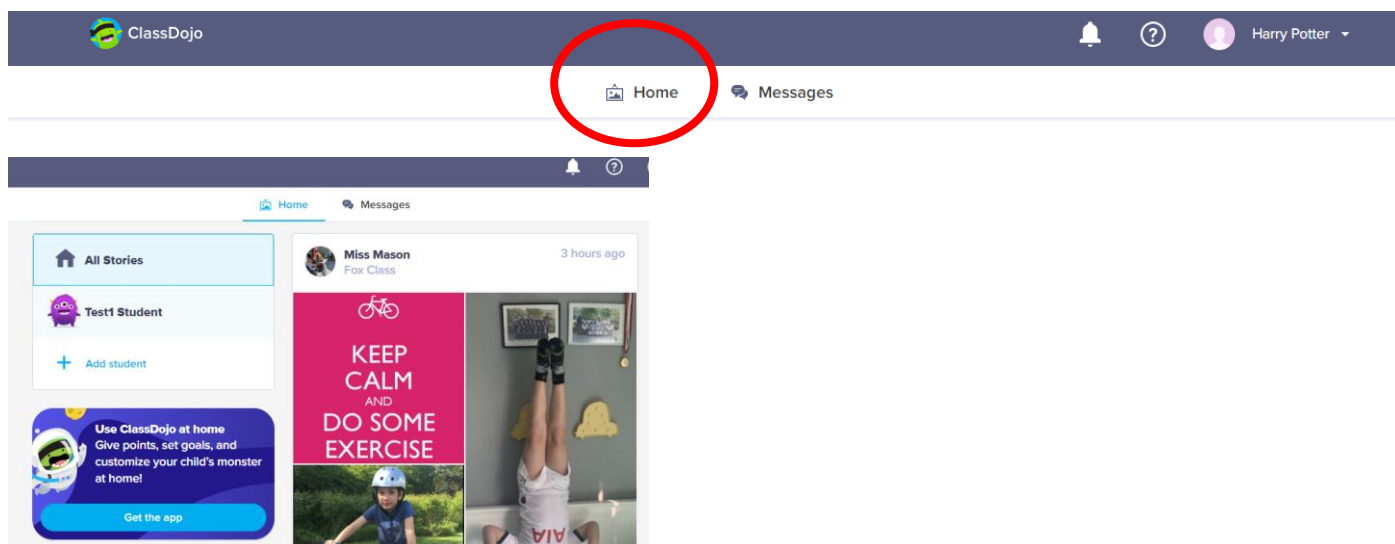
All messages sent by parents on ClassDojo Messaging can only be viewed by the teacher. No other parent (even your child's other parent or guardians) can view your messages.

Obtaining a Full Messaging History:

In order to make room for incoming messages, you'll notice that older messages will disappear. These messages are not being deleted; they are being archived within the teacher's account. If you'd like a full messaging history, please contact the class teacher.

Class Story

Class Story is where teachers can share photos, videos, files, announcements, and events with ALL parents and students.



Portfolios

Portfolios is a digital portfolio that allows students to share with their teachers. They can share images or videos of their work, things they have done or made. Only the student, parent and teacher can see what you post on your portfolio. Video link to show you how to work the portfolio feature:

<https://youtu.be/3XCXSBHbMlo>

Sharing work, photos and videos with classmates and other parents

Occasionally, your teacher will use class story to share photos, work or videos your child has posted on their portfolio. This will **only** be viewed by other children in the class, not the whole school, and is an excellent way to see what everyone else is doing while at home. If you do not want the photo/work/video to be shared, please make a comment before sending it to your child's portfolio. For example, "Please do not post on Class Story." Otherwise you are giving permission for your teacher to share your child's work with the rest of the class.

How often will my teacher respond on ClassDojo?

Teachers will be posting on class story, sending a private message and setting an activity for your child **at least once a week**. They will respond to any activities, work or messages within a week of you sending it. Differing circumstances of teachers will mean that the amount of contact will vary from class to class – some may respond daily, others less frequently.

If you have not heard from your teacher for longer than a week, this may be because personal circumstances have changed, and they are unable to do so. In this case, a message will be sent to the class explaining that there will not be contact for a period of time or another teacher may take over during this time (dependent on staff availability).

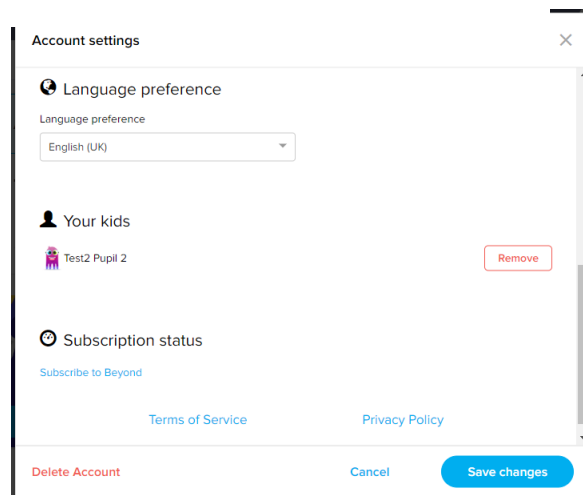
How do I change the language preference?

ClassDojo can be translated in to 36 different languages! To translate messages from your child's teacher, you must have your language settings set to your desired language.

To Set Your Preferred Account Language:

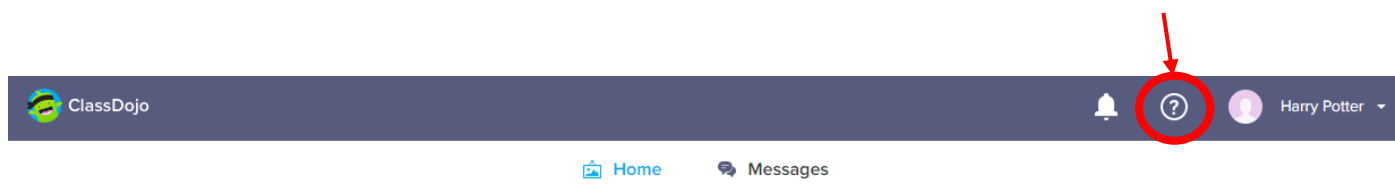
1. Click on your name in the upper right corner
2. Select "Account Settings"
3. Under "Language preference," select your preferred language
4. Click the blue "Save changes" button

In your messages tab, under each message the teacher sends you will see a "See translation" button. Clicking this will translate the message into the language to which your account is set. To revert back to the original, select the "See original" button.



What if I need further help?

If you need more help, you can always visit the "parent helpdesk" by clicking the question mark or clicking on this link: https://classdojo.zendesk.com/hc/en-us/categories/200185365-For-parents?mobile_site=false



Is ClassDojo safe to use?

Please see statement from ClassDojo.

Safety and Protections

In November 2018, we released our latest [Terms & Conditions](#) and [Privacy Policy](#). We hope you will review both of these, as the safety and security of your users is a top priority for us! We've worked hard to make them the best in education with simple language so anyone can understand what we mean. Here are the highlights:

1. We never sell or share any of your students' data. As per our privacy policy: "We neither rent nor sell your Personal Information or student's Personal Information to anyone." All personal information is kept secure and entirely private.
2. Furthermore, we use professional data security services - like Amazon's Web Services - to store data in the most secure way possible. Their servers are physically located in high-security data centers - the same data centers used to hold secure financial information. You can read more about their security measures [here](#). Our database provider uses the same https security connections used by banks and government departments to store and transfer the most sensitive data.
3. Our site, by default, uses industry-leading SSL encryption across the board in all districts which allow it.
4. The most important regulation with regard to student's information is COPPA. To that end, we have vetted all of our data practices with TrustE and iKeepSafe, the online security certification provider, and have posted their seal of approval on our privacy page [here](#).
5. Lastly, ClassDojo complies with the U.S. – E.U. Safe Harbor framework and the U.S. – Swiss Safe Harbor framework as set forth by the U.S. Department of Commerce regarding the collection, use, and retention of personal data from European Union member countries and Switzerland. ClassDojo, Inc. has certified that it adheres to the Safe Harbor Privacy Principles of notice, choice, onward transfer, security, data integrity, access, and enforcement. To learn more about the Safe Harbor program, and to view ClassDojo, Inc.'s certification, please visit <https://www.privacyshield.gov/participant?id=a2zt0000000GnTIAAK&status=Active>