李陞大坑學校
Li Sing Tai Hang School

No. 20003: Parent-School Electronic Communication Platform – ClassDojo

24th August, 2020

Dear Parents,

The school uses the "Classdojo Home School Electronic Communication Platform" to distribute emergency messages and for home-school communication. Parents can use the mobile app to contact the class teacher or subject teachers. However, an immediate response or immediate processing of a request, such as application for a day off or early leave, will not be available. In addition, in order to respect the teacher's schedule, teachers may not necessarily respond to parent communication during non-working hours.

Parents can download ClassDojo via Google Play Store (Android) or App Store (iPhone/iPad). For the rules, installation and operating guidelines of ClassDojo, please refer to the attachment. For further queries, please contact the class teacher at 2577-5188.

Li Sing Tai Hang School

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Ms. Shirly Yip, the Principal

Appendix

Parent-School Electronic Communication Platform –
ClassDojo Parents Installation and Operation Guide

1 Aims

    1.1 Strengthen parent-school communication.

    1.2 Via publishing photos and messages in order to improve classroom management and the relationship between teachers, students and parents.

    1.3 Allow the school to publish emergency messages.

2 Basic Principles

    2.1 ClassDojo will not be used for situations which require instant feedback.

    2.2 During any emergency, the school may communicate through ClassDojo to ensure all parents receive the message.

    2.3 In order to respect the teacher's schedule, teachers may not necessarily respond to parent communication during non-working hours.

3 Points to Note

    3.1 Messages sent are for the purpose of improving school communication and establishing better teacher-student-parent relationships. Hence, negative messages, pictures and comments will be avoided.

    3.2 Students' academic results and behavior shall not be discussed publicly.

4 Functions

Stories	Messages
1 Class forum open for discussion, without private messaging function.	1 Not an open forum, but allows messaging with teachers.
2 Parents can respond to messages published by teachers. Parents are able to view other parents' responses.	2 Parents can communicate with teachers via messaging.
3 Teachers are able to send pictures and text messages. All parents will be able to view.	3 Teachers can send pictures and messages to multiple or individual parents.
4 System is able to identify messages parents have already read.	

5   Message Type in ClassDojo

	Parents Messages	Require feedback on the same day	Advance Notice (At least 1 day before, before 8:15 a.m.)
1	Apply for leave / Homework collection / Change of school dismissal method or time / Early leave	✕	✓
2	Apply for taking part / withdrawing from after-school activity group	✕	✓
3	Renew student information	✕	✓
4	Enquiries / Opinions / Complaints	✕	✓
5	Leave School	✕	✕
6	Change of school bus arrangement	✕	✕

6   Installation Procedure

   6.1   Parent accounts can be set up with a parent code (Given by class teacher).

   6.2   Create a Parent Account by Web:

      6.2.1   Go to home.classdojo.com.

      6.2.2   Click on the "Enter your code" link at the top of the screen.

      6.2.3   Enter your code and click on "Join Class".

      6.2.4   Complete your registration by filling in the relevant information.

   6.3   Create a Parent Account by mobile phone:

      6.3.1   Download the ClassDojo app from the App Store or Google Play store.

6.3.2 Set up a parent account by following the parent code paper given by the class teacher.

6.3.3 Complete your registration by filling in the relevant information.

7 Adding Multiple Students or Classes to a Parent Account
If you have more than one child, you will need a parent code from each class.
7.1 From Web：
7.1.1 Tap on the "Add student" tab on the "Home" screen.
7.1.2 Enter your parent code.
7.2 From mobile phone：
7.2.1 Tap on the "My kids" tab (icon of two people) at the bottom of the screen.
7.2.2 Tap the blue "+ Add a parent code" button.
7.2.3 Enter your parent code and tap the "Check code" button.

8 Features of "Home" and "Messages"
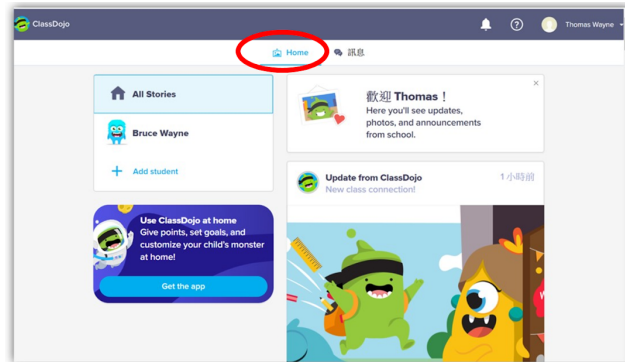The parent can easily stay connected with their child's classrooms on ClassDojo. Parents are able to see all of their child's feedback from teachers, hear important announcements and updates, and see photos and videos from class.
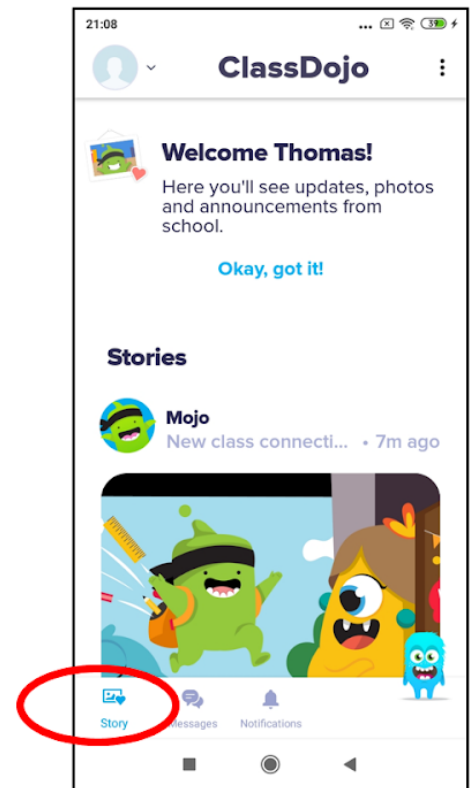8.1 Home (Story)
Home/Story is a class-wide bulletin board. Class Story can be seen by all connected parents in the class, but not by the whole school. This is a place for teachers of that class to post class news, images from class events or exercises, or post reminders that are relevant to that class parents only.

Computer version (Home)

Mobile/ Tablet Version (Story)
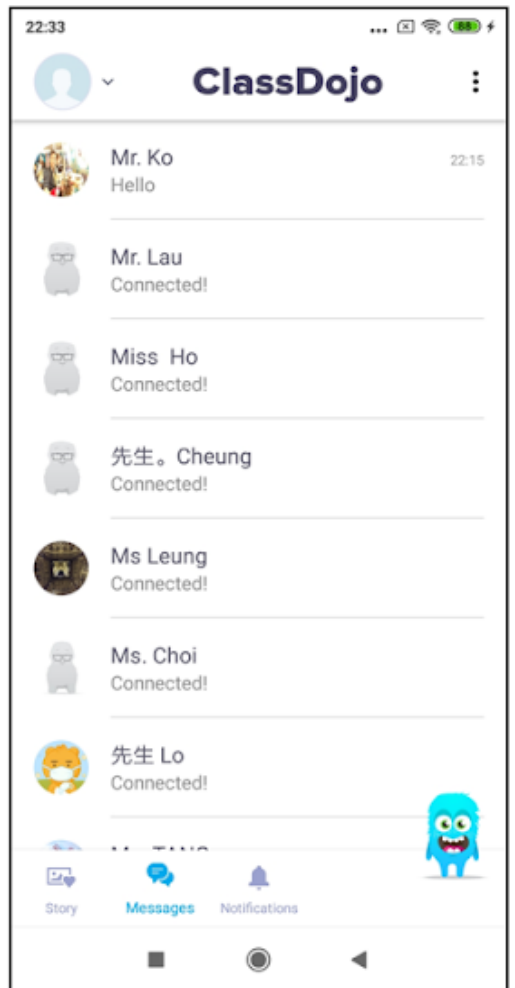
Example of a school announcement

1.1. Message

Messaging is another part of ClassDojo, parents and teachers can communicate with each other very easily on matters pertaining to, e.g. class announcements and reminders, school events, information on engaging and express activities, notification of changes to routines and one-one contact for general messages. ClassDojo Messaging helps teachers and parents safely and privately communicate with each other in real-time. All messages sent by parents on Class Dojo Messaging can only be viewed by the teacher. No other parent (even your child's other parent or guardians) can view your messages.

Parents are able to see a name list of teachers who are connected to their child's class.

Parents may communicate with the individual teacher. Photos can be shared with the teacher through the 'camera' or the 'gallery' button.