



St John's Primary

Tapestry, Class Dojo and Class Blogs Policy

At St John's Primary we use an online system called Tapestry to record and store all observations and assessments relating to each child in Early Years Foundation Stage. This is a safe and secure system and one that enables families to access their child's learning journey at any time. They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

Class Dojo is an online app which allows staff to share information about children's behavior, attitude and learning directly with parents and to develop a two-way conversation about the child.

In addition, all classes in school use class blogs to share information with parents on the activities which children have participated in during the school week. This information is available to anyone access the blog via the school website.

Procedures

Both Tapestry and Class Dojo allow staff and parents to access the information from any computer or device via a personal, password-protected login.

Staff access allows input of new observations and photos or amendment of existing observations and photos.

Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent log-ins do not have the necessary permission to edit existing material.

Parents logging into the system are only able to see their own child's Learning Journey or Dojo area, but will also be able to view children other than their own in photographs.

Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys or Dojos, and to protect images of other children that may appear in any photos contained in their child's Learning Journey or Dojo.

A child's learning journey and Dojo 'story' is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.

Security

The Tapestry on-line Learning journey system is hosted on secure dedicated servers based in the UK.

Access to information stored on Tapestry and Dojo can only be gained by unique user id and password.

Staff use ipads, their own mobile phones or school cameras to take the photographs for observations **but these will not be stored on the device**. Photos will be uploaded to the journal as they are taken and then deleted at once from the device. **Class Dojo only saves photos into the app and no record of the photo appears on the member of staff's own phone.**

The governors of St John's have carefully considered the issues surrounding the sharing of information and whether to allow staff to use their own devices to take photographs for Tapestry, Dojo, blogs or for the school's own social media. School leaders are satisfied that the high levels of safeguarding training undertaken by staff ensure they are fully aware of their responsibilities to safeguard children and that the school's Code of Conduct and E-safety policy set out clearly the procedures which must be followed.

Parents sign an agreement stating that they agree to use tapestry in accordance with the guidelines – see attachment.

Staff also sign an agreement stating that they agree to the guidelines – see attachment.

Parents without internet

Those parents without access to the internet are invited into school to view their child's learning journey. We also offer Tapestry sessions each half term where we can support parents with using Tapestry and uploading their own observations.

Date: November 2016

Review Date: January 2018

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys', Class Dojo and the school's social media accounts

As a parent/carer I will...

- **Not** publish any of my child's observations, photographs or videos on any social media site.
- Keep the login details for Dojo and Tapestry within my trusted family.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey.
- Only add appropriate photos/comments that are linked to my child's learning.

I agree to the guidelines and give permission for St John's Primary School to create an online Tapestry Learning Journey/Class Dojo account for;

..... (Child's full name).

The e-mail address I would like to link with the account so I have access to my child's Learning Journey is;

.....
(provide your e-mail address)

OR

If you do not have access to e-mail please tick this box and you will be able to view your child's learning Journey using school equipment during specific times throughout the year.

☐

I give permission for my child to appear in other children's learning journeys;

Yes ☐

No ☐

Signature: _____ Date: _____

Tapestry Staff Guidelines

All users of Tapestry, Class Dojo, website and social media updates (including blogs) must adhere to the following guidelines and sign below;

- To regularly update new observation and blog entries
- To relate observations to the child's learning
- Staff will only take appropriate photos linked to children's learning/ characteristics of learning. Please note that photo evidence for Health and Self does **not** include toileting needs or dressing and undressing (other than fastening coats and a button on closed shirts)
- To delete photos held on the devices once they have been uploaded to Tapestry, social media or website
- For staff to log into Tapestry or Dojo using their own password details
- For staff to keep their log in details safe and not share them with anyone
- If staff are taking school Ipads home they must **not** allow anyone else to use it
- Ipads are only to be used for work related purposes
- Images and videos are **not** to be exported onto any home devices

I agree to adhere to all of the above guidelines and will use Tapestry, Dojo, social media and website updates in a professional manner.

Name:.....

Sign:.....

Date:.....