The Grove Nursery School

ICT Policy

Information and Communication Technology involves the manipulation, interpretation, and creation of work, images, data and equipment electronically using a wide range of ICT media; functioning and non-functioning, computer and non-computer based.

At The Grove Nursery School, we recognise that the development of ICT is changing at home and in the community. Its impact on the life of individuals continues to grow and it is essential that our pupils can take advantage of its opportunities and understand its effects. We believe that the ability to use ICT effectively is a vital skill in modern society.

We endeavor to ensure that all staff and pupils have the opportunity to develop their potential through the safe and effective use of ICT across the curriculum and in the nursery setting. ICT is given high priority in our planning. As well as giving children the best opportunity to achieve, it is anticipated that ICT will help support members of staff as a tool to aid preparation, delivery and assessment in all areas of their varied everyday work e.g. displays and recordkeeping.

Why are we using ICT to enhance learning?

- To prepare children for the ever-evolving technological world in which we live.
- To provide children with the knowledge and skills they will need in order to support and enhance their learning in all areas of the curriculum.
- To engage and motivate all learners and provide an environment which is stimulating, exciting and safe.
- To record and monitor the children's learning.
- To use the TV and website to maintain regular communication with parents

Aims

We aim to produce learners who are independent, confident and effective users of ICT. We strive to provide an education which;

- Enables all children to use ICT with purpose and enjoyment.
- Enables children to work and become familiar with a range of ICT equipment.
- Encourages children to show each other how to use ICT equipment.
- Encourages children to observe and talk about the use of ICT in the environment (tape recorder, traffic lights, barcodes, street lighting).
- Teaches correct ICT vocabulary/terminology.
- Uses ICT to support and enhance learning in all curriculum areas.
- Enables children to become aware of the ever-evolving and exciting nature of ICT.
- Use ICT to support the children's ability to communicate in a variety of ways.
- Teach the children to use ICT responsibly and safely.
- Helps parents to become aware of the possibilities and dangers of ICT.
- Uses ICT as an effective tool for communication with parents.

Organisation

ICT, when appropriate, will be used to enhance learning across all areas of the curriculum. It will be seen as part of the everyday nursery routine and incorporated using the following –

Cameras
- Staff and children frequently record their work, discoveries, celebrations and visitors to school. Children may use small cameras independently.

Computers and I pads
- The desktop computers in The Grove Nursery School are available to staff and pupils and contain appropriate software to ensure safe use for all. (linked to our topics and focus of learning)

CD players and Listening Centres
- Children have the opportunity to use CD players in the classroom and quiet rooms. This will begin with the assistance of the staff progressing to independent and cooperative use.
- Children will have access to personal headphones and will be shown how to put on, care for, safely use and store headphones.

DVDs
- At times DVDs can be used to enhance learning and understanding. This can include, although is not limited to, 'Come Outside' with Auntie Mabel and Pippin or 'Mr Tumble -Justin's use of Makaton'.

I Pads
- Children will have supervised access to school I Pads when appropriate. They will, in small groups or individually, use apps, for music or storytelling for example, to enhance their own learning experience in The Grove
- Staff have the use of the setting's own I Pads to take any photographs for displays. Photos taken for displays may be printed for notice boards or available for viewing through use of the school's TV. All photos are stored on the school's external hard drive which is kept in a locked cupboard in the school office.
- Staff have the use of the setting's own I Pads to take photographs for observation records and to send to parents re. SeeSaw.

Other technology available
Some examples of functioning and non-functioning technology available are – clocks, watches, binoculars, mobile phones, TV, radio, cash register, scanner, microwaves, toasters and remote control toys.
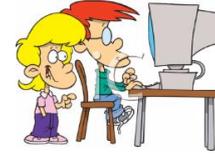
Every year, teachers create a pupil profile for each child using observations and photographs which they record on a daily basis. This is what they use to inform decisions and record information for parental consultations and end of year transitions.

Only your child's photos and observations will be available to you, unless they are "tagged" in a picture with another child with photographic permission. **Please note, nursery school rules still apply. Photos are not to be posted or shared on social media. Please respect other peoples' privacy and the right of every child to be protected.** All of your child's photos and observations will be available for you at the end of the school year.

Should you choose to opt out, your child's photos will not be included in anyone else's profiles. Please complete and return ICT forms as appropriate.
Once a year, an outside photographer will visit to take individual photos and class photos which will be available for parents to purchase.

E-Safety Policy

At The Grove Nursery School the safety of both pupils and staff is paramount. E-safety concerns the safety of all in the digital world through appropriate use of ICT equipment. The purpose of this section of our ICT policy therefore is to develop an understanding of how to use ICT in a positive and safe way for all.

Rules for Responsible Use of ICT Equipment

Children

- Children will use only age appropriate software in the setting
- Children are free to choose from a limited selection of topic related apps.
- Children will respect the ICT equipment in the school
- Children have access daily to a variety of ICT equipment
- When ICT equipment is in use by the children, it will be monitored by the staff to ensure safe use
- The time each child spends on ICT equipment will be limited by staff, in relation to the child's experience and exposure to ICT.

Parents

- Parents will be given additional advice on computer and internet safety if they request it.
- Parents are only allowed to photograph/video their own child at school events unless they have permission from other parents to include their child.
- Parents are asked not to post anything regarding other children, their parents/families or other staff at the setting on social networking sites. This includes photographs.

- At the beginning of the school year, the Grove Nursery School will gain written consent from parents for
  o Computer use by children
  o Photographs of children to be taken and used in various media

Staff, Students and Volunteers

- All Internet activity should be deemed appropriate.
- Other user's files will not be accessed without their permission.
- Pen/hard drives will not be used to transfer files without permission.
- Copying and subsequent use of internet derived materials by staff and pupils complies with copyright law.
- Any software purchases should firstly be discussed with the Principal.
- Software used on ICT resources must solely be that which has been purchased with an accompanying individual or site licence.
- Photographs must not be uploaded to external websites.
- Personal details will not be shared over the internet.
- Social networking sites should not be accessed via work computers.
- Staff, students and volunteers should at no times post anything regarding children, their parents/families or other staff at the setting on social networking sites. This includes photographs.
- Any employee, who becomes aware of activities that are inappropriate or distasteful, including that on social networking sites outside of school, should make the Principal /Chair of Governors aware.
- Computer files may be checked and the internet sites visited may be monitored. All staff must adhere to the above. Any breach of these could result in disciplinary procedures.

Mobile phones
- Staff may not use their personal mobile phones whilst working in the setting.
- Staff are allowed to use their mobile phones during breaks.
- The school landline telephone number should be given out to be used as an emergency contact for staff.
- Mobile phones should not be used to take any photographs or videos in the setting or on educational visits, without permission.

Date ratified by BOG…………………………………………

The Grove Nursery School ICT Parental Consent Form

Please take some time to read the Nursery School ICT Policy which is available on the Nursery website or in the hallway. Complete and return the consent form below - please tick each box as appropriate.

Responsible use of ICT by parents

- Parents will be given additional advice on ICT & internet safety if they request it.
- **Parents are asked not to post anything regarding other children, their parents/families or other staff at the setting on social networking sites. This includes photographs.**

I have read and understood the ICT Policy provided by the staff at the Grove Nursery School.

Signed

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Responsible use of ICT by children

It is recommended that screen time for children age 3-5, is limited to just one hour per day. At times, children in Nursery will be able to play on computers or tablets and this will be limited to only 10 minutes per child. Only age appropriate software will be made available to them.

The ICT which your child has access to and can use at home is… e.g. iPad

……

I, the parent/carer of (print child's name)
………………………………………………………………………………………
give permission for him/her to –

- Have supervised access to computer software available on the desktop computers, iPads and the internet in their classroom

Children and photographs

During the course of the school year your child's image may be recorded for a variety of purposes but, please note that the nursery school will not disclose personal details such as full name or address etc. along with pictures. As a school we feel it is important that the achievement of children is recognised and valued. However, we are sensitive to those children whose parents may not wish the child's image to be recorded. It is therefore important that you complete this section appropriately.

I, the parent/carer of (print child's name)
……………………………………………………………………………………
give permission for him/her to –

Have their images, photographs and videos taken while at The Grove Nursery School to be used

- For displays in the classrooms and hallways at school ☐

- For observations by staff ☐

- For The Grove Nursery School website ☐

- By local press and newspapers ☐

- For Education Authority (EA) publications ☐

Signed…………………………………………………………………………………………. Parent

Date ……………………………