

Lee Royd Nursery School/



ICT Policy

Date: 15th November 2017

To be reviewed 15th November 2018

Introduction

Lee Royd Nursery School has provided a variety of ICT equipment for example, digital cameras, PC's, Ipads, Ipods, tablets and laptops for use by staff as an important tool for teaching, learning and administration of the school. Use of school computers, by members of staff is governed at all times by the following policy. Please ensure that you understand your responsibilities under this policy and direct any questions or concerns to the Head teacher.

All members of staff have a responsibility to use the schools computer system in a professional, lawful and ethical manner. Deliberate abuse of the school's computer system may result in disciplinary action (including possible termination of contract) and civil and/or criminal liability.

The Early Learning goal for Technology, from the Early Years Outcomes, states that children should "*recognise that a range of technology is used in places such as homes and schools. Children select and use technology for particular purposes.*"

The steps for 30-60 months to meet this statement of learning are as follows:

- *Knows how to operate simple equipment.*
- *Knows that information can be retrieved from computers.*
- *Completes a simple program on a computer.*
- *Interacts with age-appropriate computer software.*

At Lee Royd Nursery School we follow the Early Years Foundation Stage Curriculum where ICT is incorporated into all curriculum areas. The children have access to tills, mobiles, telephones, kitchen equipment, office equipment and cameras. Computer equipment includes laptops. I pads, Ipods, tablets and digital cameras. We have a variety of software applications that are suitable for use with children of all abilities.

Aims of the Teaching of ICT

- ICT should be presented as a creative and fascinating process in which children are encouraged to use their own initiative, imagination, reasoning and investigative skills.
- Children will learn to appreciate the relevance of ICT in our society and see it as an essential tool for learning, communication, finding information and for controlling and understanding their environment.
- Children will learn individually and collaboratively.
- Children will have a heightened interest and awareness of ICT through the regular display of their ICT enhanced work in the classroom and around the school, and the positive attitude of staff towards the use of ICT.
- Children will be given opportunities to use ICT effectively to support their learning in other curriculum areas.

Computer Security and Data Protection

Each member of staff will be provided with a Teachers account for accessing the computer system within the classroom, with a username and password. All staff are to use the Teachers account when working in the classroom. Passwords should not be disclosed to anyone else, in the event of a password being compromised, users must change their password immediately.

- Members of staff must not allow any individual / pupil use of your username / password under any circumstances, even if supervised.
- When leaving a computer unattended, it must either be logged off or locked to prevent anyone accessing the system.
- Users must not store sensitive or personal information about staff or pupils on any portable storage system. Unless that storage is encrypted and approved by school.
- If a personal computer is used at home for work purposes it must be secured to prevent any access by any non member of staff.
- All cameras, laptops, computers must be stored in a locked room or cupboard when left unattended.
- Software licensing issues and school policy should be considered before additional software is installed on a school loaned laptop.

Conduct

Staff must at all time conduct computer usage professionally and using the system in a safe, legal and business appropriate manner.

Uses that are deemed as unacceptable are as follows:-

- Using, transmitting, or seeking inappropriate, offensive, pornographic, vulgar, suggestive, obscene, abusive, harassing, threatening, racist, sexist or defamatory language or materials.
- Making ethnic, sexual-preference or gender related slurs or jokes.

Staff must respect and not attempt to bypass, security or access restrictions in place on the computer system.

Staff must not intentionally damage, disable, or otherwise harm the operation of computers.

Health and Safety

We recognise the health risk to young children from using computers and ensure that equipment is the correct size for the children; the work area is at the correct height and that the screen is positioned to reduce glare from light sources. We also position the equipment away from hazards such as sand and water. Computer use is limited to ten minutes per child and is closely supervised by a member of staff at all times.

Use of Social Networking websites and online forums

Staff must take care when using social networking websites such as Face book, even when such use occurs in their own time using their own computers. Social networkings sites invite users to participate in informal ways, which can leave users open to abuse and often make little or no distinction between adult users and children.

Staff must not allow any pupil to access personal information you post on a networking site. In particular staff:

- Must not add any pupils or current parents to their friends list.
- Ensure that security is set to a high setting and any personal information is not accessible via a public setting, but ensure that it is set to a friend's only level of visibility.
- Should avoid contacting any pupil/parent privately via a social networking website, even for school related purposes.

- Staff should take care when posting to any public website, including online discussion forums or blogs and ensure that the comments do not harm their professional standing or the school's reputation.
- Staff must not unless authorised to do so post content on websites that may appear as if they are speaking for the school.

E-Mail

Office and teaching staff are provided with an email address for communication both internally and with other users outside the school. The following considerations must be made when communicating via e-mail:

- E-mail has the same importance and legal status as written hardcopy documents. Staff must use the same care and consideration sending an e-mail as they would sending a letter on school letter headed paper.
- All e-mail communication can be intercepted at any point between you and the recipient. The safest thing is to assume that sending an e-mail is the same as sending a postcard.
- E-mail is not a secure way of sending communication and can be easily copied. Therefore any sensitive e-mail must be sent through the LCC secure e-mail service, of which passwords will be changed regularly.
- Emails which are abusive, defamatory or discriminatory in any fashion must not be sent. Any such action will result in disciplinary action.
- Staff must not send chain letters or unsolicited commercial e-mail (SPAM).

Use of Online Assessment and Observation tools – Tapestry

All staff members have access to Tapestry, the online assessment and observation tool. Staff are given individual usernames and passwords which are to be kept safe and secure. These passwords are not to be used by any other members of staff.

Also see the separate Online / E-Safety policy.

All staff members are to use and work on Tapestry within the school building and not to have access at home on personal computers, tablets or IpadS due to safeguarding reasons.

Only Tapestry administrators are allowed to access Tapestry outside of the Nursery building in order to approve observations made by other staff members or to analyse data.

Under no circumstances should any member of staff take home Ipads, tablets, Ipods or digital cameras, except teachers who can take home Ipads, tablets and Ipods home for routine maintenance and to prepare concert materials and music.

Anti- discrimination

We are an inclusive setting and all aspects of the ICT curriculum are available to all children and all staff. We are aware of the Data Protection Act 1988.

Children with Special Educational Needs

One of the fundamental principles of the Special Educational Needs Code of Practice 2001 is the right of every child to an inclusive education. This means that pre-school and nurseries may have to adjust their provision to meet the needs of all children in the setting. ICT has a vital role to play in the inclusive setting, the SEN Toolkit suggests using ICT as "*an alternative means of accessing the curriculum*" (DfES 2001).

Privacy

- Use of the school computer system, including email accounts and storage areas provided for staff use, maybe subject to monitoring by the school to ensure compliance with this ICT policy and applicable laws. The one connect system does keep a record of all websites visited, however passwords and usernames are not recorded.
- Staff should avoid storing sensitive personnel information on school computers i.e.-photographs and financial information.
- Information stored on the school systems can be accessed by the Head Teacher or one connect, so please do not assume that files, communications, emails and activities are private.

Confidentiality and Copyright

Staff members are responsible for complying with copyright laws and licenses that may apply to software, files, documents, photos and other material that can be downloaded or copy.

Staff must not copy the work of another or engaging in plagiarism.

Staff must not down load, copy or attempt to install any software onto school computers. Any attempt to compromise the security of functionality of the school network and its ICT systems will be considered as hacking, which is illegal under the Computer Misuse Act 1990 and it prosecutable under the law.

