**BALLYMENA 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 Ballymena Nursery School, we recognise that the development of ICT is changing at home and in the community. 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 management of Ballymena Nursery School. 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.

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**Why are we using ICT to enhance learning?**

* To prepare children for the ever-evolving technological world in which we live.
* To enhance children’s learning in all areas of the curriculum.
* To engage & motivate all learners in a way which is stimulating, exciting and safe.
* To record and monitor the children’s learning.
* To use our learning journal app, website and digital displays to maintain regular communication with parents

**Aims**

Ballymena Nursery School’s principal aim is 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 observe and talk about the use of ICT in the environment.
* Teaches correct ICT vocabulary/terminology.
* Uses ICT to support and enhance learning in all curriculum areas.
* 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.

**The ICT Co-ordinator will**

* Ensure all members of staff and other volunteers have copies of the ICT Policy.
* Ensure that all members of staff and other volunteers are aware of the ICT resources available and have a clear understanding of their safe use.
* Make copies of the ICT Policy available to parents of children in Ballymena Nursery and collect returned permission slips regarding E-safety
* Maintain and update the school’s ICT Policy.
* Identify areas for development and liaise with the Principal to meet any needs.
* Support or lead staff in school based training where necessary so that all members of staff are aware of current developments in ICT.
* Order, organise and allocate resources as appropriate.

**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 in our classrooms using the following –

**Digital Cameras -** Children have a digital camera available in each classroom and they will learn how to operate the cameras by themselves and take turns acting as the class photographer.

**Computers** - The desktop computers in Ballymena Nursery School are available to staff and preschool pupils. They contain appropriate software to ensure safe use for all.

**CD players and Listening Centres -** Children have the opportunity to use CD players in each classroom. 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” or “Media Initiative for Children”.

**iPads -** Children will have supervised access to school iPads when appropriate. They will, in small groups or individually, use apps to enhance their own learning experience.

\* Staff have the use of the setting’s own iPads to take any photographs. All photos are stored on the school laptops at deleted at the end of each year.

**Other technology available**

Some examples of functioning and non-functioning technology available in Ballymena Nursery School are – clocks, watches, binoculars, mobile phones, TV, radio, cash register, scanner, microwaves, toasters and remote control toys.

**Tapestry**

Tapestry in Nursery

Every year, teachers create a learning journal 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.

The Tapestry app allows teachers to communicate with parents on a regular basis. This will, not only allow our nursery to reduce our paper consumption, but also improve our online facilities and increases our informal contact with parents. The Tapestry app is installed in all of our school iPads in order for staff to safely upload photographs and record observations of all the children in nursery through the password controlled website.

Home-school links through our Tapestry learning journals were invaluable during the lockdown of 2020. It is for this reason, we insist parents must install this app to be used during their child’s year at nursery. If you should chose not to allow your child’s photos to their journal for public use, you will still need Tapestry for communication with nursery.

Tapestry at home

Before being able to access Tapestry from home, parents must read our ICT policy. You must then contact Mrs McMullan, our nursery ICT coordinator, by following the steps set out in the ICT parental consent form. Please then sign and return ICT parental consent forms, posting to nursery over the summer before your child begins in September.

Next, download the app to any smartphone or tablet. An activation email will be sent to your email address. Please open this email and follow the instructions carefully. Further information is available online, including some simple tutorials.

<https://tapestry.info/index.html/>

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 or via the internet. 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 to save and download at the end of the school year for a limited time period set by Tapestry. Should you choose to opt out, your child’s photos will not be included in anyone else’s profiles.

**ICT at home**

We are continually updating ways in which we can support families with ICT at home.

Please note, new information and resources will be given to you as soon as possible.

**E-Safety**

At Ballymena 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.

**Rules for Responsible Use of ICT Equipment**

Children

* Children will use only age appropriate software in the setting
* Children will respect the ICT equipment in the school
* Children have access daily to a variety of ICT equipment
* ICT equipment used by the children will be monitored by the staff

Parents

* Parents will be given additional advice on E-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 and videos.**
* Ballymena Nursery School will gain written consent from parents for
  + Computer use by children
  + Tapestry observation records used by staff and parents
  + Photographs of children to be taken and used in various media

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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 ICT Co-ordinator and the Principal.
* Software used on Ballymena Nursery School 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, other than the Tapestry online learning journal.
* 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 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.
* Ballymena Nursery 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.

**THIS POLICY HAS BEEN PRESENTED TO AND ACCEPTED BY THE BOARD OF GOVERNORS OF BALLYMENA NURSERY SCHOOL**

Date reviewed ………………………………………

Reviewed by …………………………………………

Position ……………………………………………………

Next review date …………………………………

**Ballymena Nursery School ICT Parental consent form**

Please take some time to read the Ballymena Nursery School ICT Policy

Read and complete **both sides** of this consent form before returning to your class teacher - **please tick each box as appropriate**.

**Responsible use of ICT by parents**

**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 and videos.**

I have read and understood the ICT Policy provided by Ballymena Nursery School.

Using Tapestry

I understand that I must access the Tapestry learning journal app for home school communications including children’s photos, observation, news and nursery announcements.

To use Tapestry please complete the following steps so **you** are able to set up your parent account.

1. **Send a confirmation email to our ICT coordinator Mrs McMullan –**

[smcmullan206@c2kni.net](mailto:smcmullan206@c2kni.net)

* **add the subject – Tapestry confirmation email**
* **your child’s full name**
* **your child’s date of birth**
* **your full name**
* **your relationship to the child**
* **please copy and paste the following sentence**
  + **“I confirm that I am the person of parental responsibility and confirm that I wish to create a Tapestry account for my child and myself.”**

1. Download the app “Tapestry learning journal” to your smart phone or tablet
2. Wait for your Tapestry confirmation email. It will then prompt you to create your own password and PIN so you can access your personal account. Please note, this email will sometimes go into your junk mail so keep an eye out.

Signed………………………………………………………………………………………… (mum) Date ……………………………

Signed………………………………………………………………………………………… (dad) Date ……………………………

**Please turn over and complete**

**Children and ICT**

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 or 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 Ballymena Nursery School to be used **(please tick every box that you agree to give permission for)**

* For displays in the classrooms and hallways at school for the current school year
* For observation purposes on Tapestry for the current school year
* For group photographs on Tapestry for the current school year
* For the Ballymena Nursery School website
* By local press and newspapers
* For Education Authority (EA) publications

Signed………………………………………………………………………………………… (mum) Date ……………………………

Signed………………………………………………………………………………………… (dad) Date ……………………………

**Ballymena Nursery School ICT Policy – Staff, Students and Volunteers**

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.

**Rules for Responsible Use of ICT Equipment**

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 ICT Co-ordinator and the Principal.
* Software used on Ballymena Nursery School 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, other than the Tapestry online learning journal.
* 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 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.

I, (print name) ……………………………………………………………

* agree to have photographs taken while at Ballymena Nursery

School to be used in school or on their website

* have read and understood the ICT Policy provided by the staff

at Ballymena Nursery School.

Signed ………………………………………………………………………………………………………………



ICT Policy

Presented to and adopted by the Board of Governors

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Annual review