ICT Policy

Presented and adopted by Board of Governors

Signed _____

Date _____

Review cycle: annually

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.

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 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.
- Ensure the ICT Policy is available to parents of children in Ballymena Nursery
- 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.
- 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.

CD players and Listening Centres - Children have the opportunity to use CD players and personal headphones in each classroom.

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.
* 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 are –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 tablets 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 **and** Online home learning policy.

To start your Tapestry account –

1. Complete the ICT consent form emailed to you through Google Forms.
2. Email our ICT coordinator Mrs McMullan at
   smcmullan206@c2kni.net
   stating -
   a. Your child's name
   b. Your chlid's date of birth
   c. Your child's class teacher
   d. Your name
   e. Your relationship to the child
   f. please copy and paste the following sentence -
      "I confirm that I am the person of parental responsibility and that I wish to create a Tapestry account for my child and myself."

3. An activation email will be sent to the email address you initially provided.
4. Activate your Tapestry account through the links on this email. Your email address will be your username, and you can then chose a password and PIN for your account.
5. Download the Tapestry app to any smartphone or tablet. If you do not have a smart device, please let a member of staff know as soon as possible.
6. Sign in to your app (or online at www.tapestryjournal.com)
7. You will be automatically attached to a sample pupil e.g. Ballymena Nursery 2021
8. When you have completed your ICT consent form online, you will then be able to access your child's personal account.

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 of photographs, your child's photos will not be included in anyone else's profiles.

Tapestry is our primary means of communication with parents and guardians at home. It is essential that you turn on notifications and check your account daily.

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
    o ICT use by children
    o Tapestry observation records used by staff and parents
    o Photographs of children to be taken and used in various media

Staff, Students and Volunteers

- All internet use 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 use of internet derived materials by staff and pupils complies with law.
- Software purchases should be discussed with the ICT co-ordinator and the principal.
- Software must be purchased with an accompanying individual or site licence.
- 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 networks 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.

Ballymena Nursery School – ICT directory of resources

www.ballymenanursery.co.uk

- ABC Does - https://abcdoes.com/
- Action for Children - https://www.actionforchildren.org.uk/
- Action for Happiness - https://www.actionforhappiness.org/
- Anna Freud Early Years - https://www.annafreud.org/early-years/early-years-in-mind/
- Aware NI - https://aware-ni.org/
- Barnardos - https://www.barnardos.org.uk/
- BBC Teach - https://www.bbc.co.uk/teach
- Book Trust - https://www.booktrust.org.uk/
- C2K NI - http://www.c2kni.net/c2k_services.html
- Castle Tower Special School - https://www.castletowerschool.com/
- CBeebies - https://www.bbc.co.uk/cbeebies
- CCEA - https://ccea.org.uk/pre-school
- Child Accident Prevention Trust - https://www.capt.org.uk/
- Childline - https://www.childline.org.uk/
- Children in Need - https://www.bbcchildreninneed.co.uk/
- Children in Northern Ireland - http://www.ci-ni.org.uk/
- Comic Relief - https://www.comicrelief.com/rednoseday/
- Dave Harrison Web - https://www.daveharrison.net/about
- Day Out With the Kids - https://www.dayoutwiththekids.co.uk/
- Department of Education - https://www.education-ni.gov.uk/
- ECO Home NI - http://www.eco-homeni.org/cgi-bin/greeting?instanceID=1
- ECO Schools NI - https://www.eco-schoolsni.org/cgi-bin/greeting?instanceID=1
- Education Authority - https://www.eani.org.uk/
- Education Works - https://www.educationworks.org.uk/
- Euro Child - https://www.eurochild.org/
- Family Support NI - https://www.familysupportni.gov.uk/
- Fresh Minds - https://freshmindseducation.com/
- Friends of the Earth - https://friendsoftheearth.uk/
- Getting Ready to Learn - https://gettingreadytolearn.co.uk/
- Jenny Mosley's Golden Rules - https://www.circle-time.co.uk/our-approach/golden-rules/
- Jo Jingles - https://www.jojingles.com/county-antrim
- Keep NI Beautiful - https://www.keepnorthernirelandbeautiful.org/cgi-bin/greeting?instanceID=1
- Libraries NI - https://www.librariesni.org.uk/
- Live Here Love Here - https://www.liveherelovehere.org/cgi-bin/greeting?instanceID=1
- Macmillan Cancer Support - https://www.macmillan.org.uk/
- Makaton - https://www.makaton.org/
- Maths on Toast - https://www.mathsontoast.org.uk/
- Mid and East Antrim Borough Council - https://www.midandeastantrim.gov.uk/
- Mind Your Footprint - https://mindyourfootprint.org.uk/
- NHS - https://www.nhs.uk/

- NI Direct - https://www.nidirect.gov.uk/
- NI Fire and Rescue Service - https://www.nifrs.org/
- NI4Kids - https://ni4kids.com/
- Northern Area Community Network - https://nacn.org/
- Northern Ireland Executive - https://www.northernireland.gov.uk/
- NSPCC - https://www.nspcc.org.uk/
- Oh Lila - http://www.ohlila.org.uk/
- Out of the Ark Music - https://www.outoftheark.co.uk/
- Parenting NI - https://www.parentingni.org/
- Play Board NI - https://www.playboard.org/play-ideas/
- PSNI - https://www.psni.police.uk/refreshlandingpage/
- RISE NI - https://view.pagetiger.com/RISENI/parents
- River Ridge Recycling - https://riverridge.co.uk/
- RNLI - https://rnli.org/
- RSPN - https://www.rspb.org.uk/
- Safe Food - https://www.safefood.net/
- Safeguarding Board NI - https://www.safeguardingni.org/
- Save the Children - https://www.savethechildren.org.uk/
- Scholastic Books - https://resource-bank.scholastic.co.uk/
- Singing Hands - https://singinghands.co.uk/
- Tapestry Journal - https://tapestryjournal.com/
- The Braid Museum and Arts Centre Ballymena - http://www.thebraid.com/
- Thinking Matters - https://www.thinkingmatters.com/
- Twinkl - https://www.twinkl.co.uk/
- Women's Aid - https://www.womensaidni.org/
- World Nursery Rhyme Week - https://www.worldnurseryrhymeweek.com/

Facebook pages
- Education Authority
- First Steps Playgroup Ballymena
- NI4Kids
- Parenting NI
- Peace With the Wild

Please add others you find useful for nursery -