



Ghanshyam Nursery School

'Laying the foundations for life'

S.K.S.S. TEMPLE, WESTFIELD LANE, HARROW, HA1 9EA

020 8909 9389

Information, Communication and Technology Policy

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Presented and Agreed by Governors:

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Information and Communication Technology (ICT) Policy

1 The aims of ICT are to enable children:

- To develop ICT capability in finding, selecting and using information;
- To use ICT for effective and appropriate communication;
- To monitor and control events both real and imaginary;
- To introduce children to develop new skills

2 Policies and procedures

It is very important that we keep children safe when we are using computers and have access to the internet and online services. At Ghanshyam Nursery School, we ensure our computers are kept safe when children are using them.

Any computer that the children have access to without adult supervision do not have internet access and the children only have early year's programmes available. Any nursery computer with internet access that children do have access to are carefully monitored by staff, have anti- virus programmes and high security settings for all online services.

Children are able to access the ICT room with staff supervision. The internet can be accessed; however this is limited to ensure that the staff cannot connect to anything deemed inappropriate to children.

Google or any other search engine is not to be used when with children for risk of being exposed to a website or link that is inappropriate. Staff are to ensure any activity using the computers is fully prepared in advanced.

Mobile phones can only be used when been authorised by the manager and this must be recorded in the safeguarding folder. If the nursery manager uses their phone, or any other professional then this must be recorded also. Photos must NEVER be taken in these circumstances and should be used for activity purposes also.

Appropriate software programmes are downloaded for the children to use on computers.

All audio stories and songs that are downloaded are vetted by staff before using these with the children

If parents are concerned about their computers at home and the safety of their internet access with their children; the following website offers excellent advice on how to make computers and other equipment for young children.

www.thinkuknow.co.uk

www.nspcc.org.uk

The following documents can be found on this website and are specifically aimed at ensuring computers and other equipment and other access are secure.

Parents and carers check list

Inappropriate websites – factsheet

Cyberbullying – factsheet

Grooming – factsheet

Parents and carers – 'taking control'

Hard copies of these are also available from the nursery office.