



Ghanshyam Nursery School

'Laying the foundations for life'

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Information and Communication Technology (ICT) and Online Safety Policy

Updated: [August 2021](#)

Presented and Agreed by Governors:

Review Date: [August 2022](#)

Information and Communication Technology (ICT) and Online Safety Policy

Ghanshyam Nursery School is committed to safeguarding and promoting the welfare of children as we believe that this is of paramount importance. We expect all staff and volunteers to share this commitment. We uphold the rights of everyone to equality under the law regardless of gender, age, race, belief, ability, disability, sexual orientation or identity.

We believe that our core school motto ('Laying the foundations for life' - We strive to provide the highest quality childcare facilities and personnel for the social, personal, cultural and religious advancement of the child) and British values are not mutually exclusive. We focus on ensuring our work is effective in securing this motto; challenging children, staff and parents/carers who express opinions contrary to the British values with regard to our duty to prevent extremism and radicalisation. Ghanshyam Nursery School has the highest regard for the safety of the children in our care and will carry out its duties to safeguard and promote the welfare of children at all times.

This policy document sets out the nursery's aims, principles and strategies for the delivery of Information and Communications Technology (ICT). Ghanshyam Nursery School will creatively and imaginatively harness the potential of ICT in teaching and learning.

Ghanshyam Nursery School has provided a variety of ICT equipment for example, digital cameras, PC's, 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 manager.

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 Ghanshyam 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. We have a variety of software applications that are suitable for use with children of all abilities. ICT helps children take greater responsibility for their own learning, plan and organise their ideas, and produce and present work of a high standard. It also enhances creativity.

Online Safety

New technologies, especially internet-based technologies, are presenting new challenges (and opportunities) for young people. Staffs receive on-going online safety training. All laptops and computers are installed with appropriate children security. Meaning no child or member of staff can access any harmful sites.

A range of teaching and learning styles will be reflected in carers planning, assessment and classroom practice. These will include:

- Using the computer or appropriate presentation to demonstrate to a group of children.
- Leading a group or class discussion about the benefits and limitations of ICT.
- Individual, paired or group work developing ICT concepts and skills using non electronic media.
- Collaborative and co-operative activities in groups.
- Guided discussion and evaluation of work-in-progress and finished work.
- Children working individually either independently or supported by an adult.

Where possible Administration and Curriculum ICT are integrated to enable effective collection of student data; to reduce duplication of data; enable better analysis and monitoring of performance and support target setting.

The Manager is responsible for:

- Meeting statutory ICT requirements.
- Ensuring that there is an ICT policy and that it is implemented.
- Reviewing and updating the ICT policy with the ICT Coordinator.
- Ensuring that the ICT co-ordinator is effectively line managed and supported.
- Monitoring and evaluating the purchase of ICT equipment.

The nursery practitioner is responsible for:

Developing the student's ICT capability in accordance with nursery policy and the requirements of the EYFS.

- Ensuring that each student has equality of access to ICT resources.
- Ensuring that equipment is used safely and responsibly.
- Monitoring and evaluating each student's experiences.
- Developing their own capability to support their teaching and students' learning.
- Reporting faults to the managed service provider as per to the ICT call logging guide.

It is our policy to make the school's resources as accessible as possible both to staff and to the wider community. We ensure that our equipment is given an annual electrical PAT test.

Copyright and data protection

We ensure that we have legal licenses for all our software, and we will not re-publish any scanned or digitised images without checking copyright.

Computer security and virus protection

We strive to make equipment readily available and yet secure. All feasible equipment is security marked and all computers are virus protected.

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 manager 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.