

## 21. Information and Communication Technology (ICT) Policy

| Version number | Dates produced & approved | Reason for production & revision                                                                                                     | Author              | Locations              | Proposed next review date |
|----------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------|---------------------------|
| V1.0           | Sept 2011                 | First adopted                                                                                                                        | Committee           | Dropbox.com            |                           |
| V2.0           | Oct 2015                  | Reviewed                                                                                                                             | K Jones             | Dropbox.com<br>Website | Oct 2016                  |
| V3.0           | Sept 2017                 | Reviewed, updated & version controlled                                                                                               | K Coupe & V Diesel  | Dropbox.com<br>Website | 2019/20                   |
| V4.0           | Apr 2018                  | Update in line with EU GDPR <sup>1</sup>                                                                                             | K Coupe             | Dropbox.com<br>Website | Apr 2020                  |
| V5.0           | Oct 2018                  | Updated staff responsibilities                                                                                                       | K Coupe             | Dropbox.com<br>Website | Oct 2020                  |
| V6.0           | 30 Aug 2020               | Updated with Acceptable Use agreement and inclusion of Sanctions paragraph and guidance re email of photos re Facebook & On the Edge | K Coupe & R Clare   | Dropbox.com<br>Website | Sept 2022                 |
| V7-0           | 19 Apr 2021               | Updated with regards to remote learning.                                                                                             | K Coupe             | Dropbox.com<br>Website | Apr 2023                  |
| V8-0           | 25 Apr 2022               | Updated reference to Keeping Children Safe in Education (Sept 2021)                                                                  | K Coupe & L Jenkins | Dropbox.com<br>Website | May 2024                  |
| V9.0           | 15 Jan 2024               | Reviewed and updated as follows:<br>• reference to UKCIS Framework; and<br>• inclusion of “wearable technology” as required by EYFS; | K Coupe             | Dropbox.com<br>Website | February 2026             |
| V10.0          | 2 July 26                 | Reviewed & Updated                                                                                                                   | J Dyer              | Website                | July 2028                 |
|                |                           |                                                                                                                                      |                     |                        |                           |
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### Statement of intent

At North Nibley Pre School, we understand that we live in a rapidly changing technological world where technologies<sup>2</sup> are constantly extending and expanding. We believe children need

<sup>1</sup> General Data Protection Regulations (May 2018) (GDPR)

to be introduced to ICT from an early age for them to develop the appropriate skills they will need to fully access the Early Years Curriculum and beyond.

All staff; committee members, regular volunteers and students are required to read and sign North Nibley Pre-school's 'Acceptable Use of Technologies' Agreement (see Appendix 1).

This signed agreement is

- retained by the Playleader or the member of staff's line manager or, in the case of a Committee Member, within the Single Central Record, and by the signing adult;
- in the case of staff/volunteers, the Agreement will be kept for 6 years after they have left the employment of the setting; and
- with regard to committee members, the Agreement will be kept for 3 years after they have stood down from their role.

## **Aim**

Our aim is to try to ensure that:

- everyone works to ensure that children at the pre-school are cared for and kept as safe as possible;
- all adults are responsible users who are pro-active about their own safety; and
- the Pre-school's ICT technologies and users are protected from accidental or deliberate misuse which could put North Nibley Pre-school and its users at risk.

[The term 'Technologies' refers to computers/laptops, mini-books, any device with internet access, wearable technology, memory sticks, cameras and equipment that store personal information, databases, electronic records, contact details – this list is not exhaustive].

## **Guidance for use by children**

We aim to promote the use of ICT:

*To enable all children to:*

- build on their experiences from home;
- develop practical skills needed to access ICT;
- enjoy ICT and use it with confidence; and
- understand that equipment needs to be handled with care and respect.

*To ensure all children can:*

- listen to and understand instructions;
- use ICT as a tool for collaborative decision making and conversation; and
- problem solve and think logically to complete tasks.

*To enable staff to:*

- improve teaching to promote children's learning;
- improve their own professional development and confidence in the use of ICT.

*To enable parents to:*

- improve their confidence in the use of ICT to support their children's learning.

We will achieve our aims through:

- Ensuring children have regular access to equipment that is of the latest specification to improve the quality of learning;

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<sup>2</sup> The term 'technologies' refers to computers/laptops, mini-books, any device with internet access, memory sticks, cameras and equipment that stores personal information, databases, electronic records, contact details.

- providing software that is linked to current areas of learning;
- providing specific software that may be beneficial to children with Special Educational Needs (SEN);
- providing adult support to enable children to optimise use of ICT equipment;
- supporting children's learning through the use of ICT in order to raise achievement in all areas of learning in the Early Years Foundation Stage (EYFS);
- ensuring staff have training which enables them to use ICT confidently and effectively thereby improving the quality of teaching;
- encouraging staff to use appropriate ICT language;
- providing opportunities for parents to work alongside their children on ICT activities; and
- appointing a member of staff in charge of ICT, **Kirsty Coupe**, Administrator.

## Safe use of the Internet and security

Children do not normally have access to the internet at the setting, and if they do, they never have unsupervised access. Please also refer to the Pre-school's E-safety policy<sup>3</sup>.

### *How will Internet use provide effective learning?*

- Staff, parents and children need to develop good practice in using the Internet as a tool for teaching and learning;
- virus protection is installed, updated and run regularly on the Pre-school's laptops;
- information stored on the Pre-school's laptops are backed up on a weekly basis, and the backup devices stored under lock and key;
- all IT equipment is password protected and locked away in a secure cabinet and in a locked cupboard;
- all adults will only use their own usernames and passwords which will be carefully chosen so they cannot easily be guessed and no other person will have access or use this password;
- all adults will ensure that all data (including business documents and files) are regularly backed up;
- all adults will ensure that the personal data for any child or family is kept private and confidential, except when we are required by law or by the pre-school's policy to disclose it to an appropriate authority;
- All adults will ensure that all photos of children cared for by the setting are taken on the setting's camera or tablet. Photos taken on personal cameras, wearable technology or mobile phones must be authorised by the Setting Support Officer. All photos taken must be used and stored appropriately and then deleted from all sources, including 'Trash'.
- all adults will communicate online in a professional manner and tone (this includes communication by text message) and will not use aggressive or inappropriate language;
- children are taught the following stay safe principles in an age-appropriate way before the internet:
  - only go online with an adult to supervise;
  - be kind online;
  - keep information about me safely;
  - only press buttons on the internet to things I understand;
  - tell a grown up if something makes me unhappy on the internet.
- Staff are aware of the UKCIS<sup>4</sup> Framework ([Education for a connected world](#)) which provides information about the skills and competencies that children need to have with regards to online safety from the age of 4 upwards.

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<sup>3</sup> No 37 E-Safety

<sup>4</sup> UK Council for Internet Safety

**Remote learning**

North Nibley Pre-school does not use remote learning. However, if child/children are not attending the setting due to, for example, Government guidance (eg. coronavirus pandemic 2020-21), then the setting will send ideas, hints and tips to parents/carers during their absence. We recommend to our parents/carers that they use age-appropriate sites and apps and advocate that they visit this website:

[Keep Children Safe Online: Information, advice, support - Internet Matters](#)

## **The role of the adult**

Adults need to feel comfortable, confident and positive about technology as well as be familiar with assembling and using all items of technological equipment. They will ensure that technology equipment is not used to upload, download or access any materials which are illegal and covered by the Obscene Publications Act 1959; or are inappropriate or may cause harm or distress to others. They should take advantage of all in-house opportunities as well as ICT courses to extend their knowledge and understanding of the subject, in order to support children in the following ways:

- to take all available opportunities to draw children's attention to everyday technology;
- to show a positive and enthusiastic attitude about technology;
- to integrate ICT throughout the EYFS;
- to ensure quality of access to all children;
- to encourage children to work individually whilst supervised and cooperatively with other children and adults;
- to encourage and extend children's problem solving skills;
- to maintain equipment and understand health and safety issues when using technological equipment; and
- to raise children's awareness of relevant health and safety issues.

Staff will:

- respect the system security and will not disclose any password or security information to anyone other than an authorised system manager;
- not install any software or hardware without permission;
- ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely;
- ensure that all data (including business documents and files) are regularly backed up;
- respect copyright and intellectual property rights;
- Staff who use wearable technology, eg smart watches or fitbits, will ensure that they are switched to "no notifications" during work time.
- report any incidents of concern regarding children's safety to the e-Safety Coordinator, the Designated Safeguarding Coordinator or the Preschool Leader; and
- staff should understand that they should not post any visual images, recordings or comments that relate to Pre-school life including those of children or parents onto any Social Networking sites.<sup>5</sup>

## **Health and Safety**

We are aware that there are various health and safety issues when using computers and other ICT equipment:

- teaching awareness of electrical safety and keeping cables and sockets out of reach or covered;
- remembering to turn off all switches at the end of the day;
- ensuring that children are taught how to correctly shut down a programme etc.
- access to screens is always in a visible area; and
- equipment will be cleaned on a regular basis with anti-bacterial cleaner to prevent cross-contamination.

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<sup>5</sup> See Policy 23 Social Networking for more guidance

## Digital Camera and photographs

We will from time to time take photographs of the children in action. The purpose of these photographs will be to enhance children's understanding and learning, use in the child's learning journey and for displays inside the setting.

- Photographs of children will only be taken on North Nibley Pre-school's own camera(s) or i-pad and where it relates to agreed learning and management activities;
- personal cameras, mobile phone cameras or other electronic devices with imaging and sharing capability shall not be used whilst in session;
- North Nibley Pre-school does not permit staff to use memory sticks, cards or any other storage devices;
- Parents/carers are asked to sign a consent form to allow photographs of their child to be displayed on the pre-school website, On the Edge – a monthly village publication that the Pre-school contributes to and the Pre-school's Facebook page (of which no faces or names are ever displayed).
- at no point will a camera or iPad be taken into a nappy changing/or toilet area;
- the child does not object to having his/her photograph taken;
- we are inclusive so that gender, race, SEN, and differing abilities are reflected in a balanced way;
- we are sensitive to any cultural issues of which we need to be aware when taking photographs of children from different ethnic groups;
- photographs will be kept in the child's learning journey, or used for display purposes;
- parents permission will be sought to photograph their child when on the premises and during outings;
- parents are made aware of our use of cameras and the location of the policy;
- parents may access their child's learning journey at any time whilst their child is in attendance – North Nibley Pre-school uses Tapestry;
- photographs will only be printed off on the Pre-school's printer and no other copies are kept;
- photographs of children will only be taken in open plan areas of the Pre-school and in full view of other members of staff;
- under no circumstances will these photographs be circulated outside the Pre-school without first seeing written permission from parents/carers;
- if any are to be used for promotional purposes or posted on the Pre-school's website, express permission will be sought in writing from parents/carers;
- we will delete all photographs and videos downloaded onto computers/ipads within three months. All photographs and videos will be deleted at the end of the Pre-school year; and
- we will not share photographic files with anyone outside North Nibley Pre-school.
- Any staff member who does not comply with this policy will have their mobile phone, camera or other electronic device confiscated, and any photographs will be removed, and the person dealt with in line with North Nibley Pre-school's disciplinary and grievance procedures. In the case of a Committee Member, after investigation they may be asked to step down from the Committee.

## Tapestry

Tapestry is an online learning diary that enables North Nibley Pre-school to give parents/carers instant access to our observations and provide parents/carers with the opportunity to comment and share insights into their child's learning. Both North Nibley Pre-school and parents/carers can upload photos and videos, which makes Tapestry a truly collaborative way to document the child's early years.

Parents/carers will be sent an email whenever an observation is made, meaning they get a regular feed of information which can be viewed on a smart-phone or computer. For security parents/carers must complete a Tapestry permission form which details the aims of Tapestry and documents details of who the parents/carers have given security access and permission to view their child's individual learning profile/learning diary. It is the parent's/carer's responsibility to inform North Nibley Pre-school if they would like to alter, add or remove permissions to view their child's learning diary. If a parent/carer does not give permission for the use of Tapestry, their child's learning journey will be collated in paper format.

With parental permission, children's learning diaries will be passed onto Reception Class Teachers and other settings. However, it is not the responsibility of North Nibley Pre-school to review acceptable use of technology practices in feed schools or other settings and North Nibley Pre-school holds no responsibility once learning diaries have been received. Once the child has left North Nibley Pre-school and their learning diary has been successfully received by their new school or setting, the child will be removed from our Tapestry site and we will no longer have access to their information. This will be done within 48 days of the transfer of data.

### **Role of the Management/Finance committee**

- The management will ensure all staff having access to the equipment are fully trained in its use;
- we will communicate with parents/carers appropriately and seek any written permission required by them;
- we will ensure regular maintenance of equipment is carried out;
- we will ensure that firewall and safety programmes are current and up to date and are fully functioning at all times;
- if a member of staff should leave our employment, we will ensure that they will no longer have access via password to the equipment and that current passwords will be changed;
- likewise with a change of management committee, ie. annually, generic passwords will be changed too;
- we will ensure, when requested by Gloucestershire County Council, to submit any monitoring information needed;
- we will store all equipment when not in use in a lockable filing cabinet or cupboard;
- alternatively, for those who need to take equipment away from the Pre-school site will ensure that safe and adequate lockable storage is sought;
- we will ensure that all personal information supplied is held securely in accordance with the General Data Protection Regulations (May 2018) (GDPR); and
- we will review this policy every two years and before this time should any matters arise that need to be addressed.

### **Disposal of IT assets**

Disposal of IT assets holding data shall be in compliance with the Information Commissioner's Office guidance<sup>6</sup>. We will ensure that we use an IT asset disposal company which holds the required qualifications when the time comes.

### **Sanctions**

The misuse of the Internet or other technologies may result in disciplinary action and may lead to dismissal, this is at the discretion of the Setting Support Officer/Playleader and Chair once

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<sup>6</sup> See No 36: Data collection and information sharing for more information.

an investigation has been completed. North Nibley Pre-school also reserves the right to report any illegal activities to the appropriate authorities.

### **Legal Framework**

- Freedom of Information Act (2000)
- General Data Protection Regulations 2018 (GDPR)
- Data Protection Act 2018
- Children Act (1989 s47)
- The Children Act (2004)
- Safeguarding Vulnerable Groups Act (2006)
- Sexual Offences Act (2003)
- Obscene Publications Act (1959)
- Criminal Justice and Court Services Act (2000)
- Ofsted Whistle Blowing (2014)
- Information sharing (2015)
- Childcare Bill (2015)
- Ofsted Safeguarding Inspection Guidance (2015)

### **Further Guidance**

- Early Years Foundation Stage (EYFS) Statutory Framework (latest version)
- Annex C of Keeping Children Safe in Education (latest version)
- UKCIS Framework
- [Keep Children Safe Online: Information, advice, support - Internet Matters](#)

### **Associated policies and procedures**

- No 4: Safeguarding Children & Child Protection
- No 35: Record Keeping
- No 36: Data Collection and Information Sharing
- No 37: E-Safety



## Appendix 1

### **Acceptable Use Agreement : Staff, Volunteers and Committee Members**

North Nibley Pre-school's Acceptable Use Agreement is intended to support the online safety of the setting and individual staff, volunteers and committee members through:

- Staff, volunteers and committee members acting responsibly to stay safe while online and being good role models for younger users.
- Effective systems being in place for the online safety of all users and the security of devices, systems, images, personal devices and data; and
- Staff, volunteers and committee members being aware of how they can protect themselves from potential risk in their use of online technologies.

The term 'professional' is used to describe the role of any member of staff, volunteer, committee member or responsible adult.

#### **For my professional and personal safety I understand that:**

- I should ensure that my online activity does not compromise my professional responsibilities, nor bring North Nibley Pre-school into disrepute.
- My use of technology could be monitored.
- When communicating professionally, I will use the technology provided by the setting (eg. email, Facebook, Website). These rules also apply when using the Pre-school's technology (eg. laptop, email address etc) either at home or away from the setting.
- Personal use of North Nibley Pre-school's technology is only acceptable with permission.

#### **For the safety of others:**

- I will not access, copy, remove or otherwise alter any other user's files, without authorisation.
- I will communicate with others in a professional manner.
- I will share other's personal data only with their permission.
- I will use North Nibley Pre-school's equipment to record any digital and video images, unless I have permission to do otherwise from the Playleader or Chair.

#### **For the safety of the setting, I understand that:**

- I will not try to access anything illegal, harmful or inappropriate.
- It is my responsibility to immediately report any illegal, harmful or inappropriate incident.
- I will not share my online personal information (eg. social networking profiles) with the children in my care.
- I will not deliberately bypass any systems designed to keep North Nibley Pre-school safe.
- I understand that the Pre-school's Data Protection Policy<sup>7</sup> requires that any personal data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by the setting's policy to disclose such information to an appropriate authority.
- Personal passwords and those of other users should always be confidential.
- I will not download anything that I do not have the right to use.
- I will only use my personal device if I have permission and use it within the agreed rules.

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<sup>7</sup> Policy 36 Data Collection and Information Sharing

- I will inform the appropriate person if I find any damage or faults with technology.
- I will not attempt to install programmes of any type on the devices belonging to the setting without permission.

I have read and understand the above and agree to use the settings technology and my own devices when carrying out communications related to the group within these guidelines<sup>8</sup>. I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action.

Staff/Volunteer/  
Committee Member Name: .....[please print]

Signature: ..... Date: .....

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<sup>8</sup> Policy 21 Policy for Information and Communication Technology (ICT)