

BROADWAY & TOWERVIEW ICT POLICY & PROCEDURE

AIMS- Through the use of ICT in the reviewed Early Years Foundation Stage (2012) curriculum we aim to help pupils become knowledgeable about the nature of information, gain confidence with the range of technology and have the ability to exploit potential. The use of ICT is promoted under the different themes and is included in all aspects of effective learning.

- To update & adapt this policy in-line with technological advancements.
- To recognise the reviewed Early Years Foundation Stage (2012) curriculum requirement and the necessity of ICT skills in the children's educational journey for the future.
- Information technology includes the use of equipment for communication, programming or the manipulation of information electronically.

PROCEDURE :

- Using ICT where possible & appropriately to enhance children's learning in all areas of the curriculum.
- Introducing the children to a wide range of ICT applications and tools. Including familiar programmable household appliances, such as the dishwasher and microwave. Other technological equipment, for example cameras, gaming devices and other recording equipment. The computer screen based programmes will additionally be available, such as word processing, databases, graphics and use of the interactive whiteboards.
- Help children acquire the skills to use appropriate ICT tools effectively, with purpose and enjoyment.
- Equipping children with the knowledge of the uses, effects and limitations of ICT enabling them to evaluate the benefits of ICT and its impact on society.
- Staff using ICT to develop partnership beyond playschool through the use of the Internet and email.

Responsibilities

- Ensuring staff access to ICT.
- Arranging in-service support.
- Health and safety policy and practice.
- Purchasing and organising ICT resources suitable for age range.
- Identifying what ICT support is needed by individual staff.

Teaching and Learning Styles Staff are responsible for the individual child's ICT experiences. They are expected to employ a range of teaching and learning strategies and to use their professional judgement to decide on the most appropriate. These will include: Using the computer & projector to demonstrate to a group of pupils or to the whole class. Using the interactive projector as a tool to benefit learning in all Early Years Foundation Stage (2012) areas.

Assessment and Reporting Will take place as part of the observations done during any session and presented in the child's learning journey.

Resources The Playschool has purchased = computer, IPAD, projector, digital micro-scope, Bee Bot, rechargeable torches, listening centre, cameras, voice recorders and voice changers, recordable disks, light-box, non-connected telephones and mobiles for role play, intercom and walkie talkies.

Equal Opportunities All children have equal access to ICT in order to develop their personal ICT capability. Teaching staff endeavour to organise children working in groups to have equitable hands on experience. Software, CD-ROMs and other documentation used within the Playschool are checked to ensure gender and ethnicities are reflected in a balanced way without stereotyping.

General use of Computers

- The use of Playschool computer/ IPAD will be permitted only for purposes directed by the Playschool.
- Users are not permitted to access and amend another user's work without permission.
- No files should be brought from home and loaded on the school system without the permission of Jude Simms.

- The Playschool reserves the right to look at any files on their systems including text, graphics and emails.
- The Playschool reserves the right to deny access to school computer systems.

Health and Safety

Playschool is aware of the Health and Safety issues involved in children’s use of ICT. The Playschool will dispose of redundant ICT equipment responsibly by offering to charities or disposing of safely and appropriately.

Security

- All ICT equipment will be security marked and noted in the Playschool inventory.
- No discs/USBs from outside Playschool should be allowed in machines without permission from Jude Simms.
- We have Internet access through the Children Centre which is solely for use by playschool staff to assess children's development towards their individual learning journey profiles. It has firewall protection.
- When we do, the ICT policy will be developed in line with the Local Authorities advice on Internet Access. Parents will be made aware of the Internet Access Policy and will be asked to give signed permission for their children to use computers, the Internet and email in Playschool.
- 3G internet access by both parents and staff whilst within the Playschool setting will be prohibited so that confidential information can not be transmitted out.
- If we do get internet access staff & parents will be made aware of the Playschool Rules for Responsible Use of ICT and the Internet and will understand the consequence of any misuse.
- The agreed rules for Safe and Responsible Use of ICT and the Internet will be displayed in all ICT areas.
- Internet safety advice for parents is available on our Web site.

review date

reviewed bysigned