Our Lady's Catholic Primary School

**We aspire that through the love of Jesus everyone should
"have life and have it to the full."
Jn. 10v10**

ICT POLICY

Approved by: School Governors	Date: Oct 2021
Last reviewed on:	Date: Sep 2025
Next review date:	Sept 2026

ICT Policy

NRSRY_10_02

1. Use of ICT

1.1 ICT is used throughout the nursery on a daily basis by staff and children.

1.2 The nursery recognises the importance of the use of ICT to develop children's learning and to maintain close partnerships with families through Social Media, Tapestry and Online Newsletters.

1.3 ICT is accessible in all departments, from programmable toys to interactive whiteboards.

2. Children and ICT

2.1 Children are offered the opportunity to enjoy using ICT and have access to equipment such as cameras, ipads, smart board.

2.2 All children are taught and encouraged to treat ICT equipment with respect and care.

2.3 Children will initially use resources under adult supervision but are given autonomy where appropriate.

3. Staff and ICT

3.1 Staff are encouraged to ask for help, support and advice when using ICT equipment and it is recognised by the nursery that some members of staff may find the use of ICT more difficult than others, support will be provided.

3.2 Staff utilise ICT to access e-learning opportunities in order to enhance their skill base and knowledge.

4. Tapestry Learning Journals

4.1 The nursery utilises Tapestry Learning Journals software which is also used by the school.

4.2 Staff use iPads and laptops to record children's progress and development.

4.3 iPads are used to take photographs of the children's experiences in order to be uploaded to Tapestry for parent's to view.

4.4 Parents/Carers have been informed about this software and have given permission for their child to be included in the use of Tapestry.

4.5 The Tapestry account is password protected and can only be accessed by members of staff.

4.6 Each individual child's account is password protected, parents/carers will receive a password to access only their child's account.

5. Photography

5.1 Photos and video recording play a huge part in nursery life. Parents are required to complete a Nursery Permissions form to agree or disagree to images of their child being used on the nursery webpage, social media, newsletters, displays, advertising and to support the completion of learning journeys, progress reports and assessments.

5.2 Staff are only permitted to use nursery equipment/devices to take photographs of the children. No personal recording devices are permitted.

6. Smart Watches

6.1 The nursery understands and appreciates the benefits of Smart watches with regards to supporting fitness goals and keeping tabs on health, however, they must only be worn with prior permission from the nursery manager and all notifications must be switched off with "airplane" mode activated whilst in the setting.

6.2 Technological advances may mean that permission to wear smart watches can be withdrawn at any time.

7. Internet Use

7.1 The internet is an extremely valuable learning and reference tool for both staff and children, however, we also recognise the dangers and strive to support children and staff in using the internet safely.

7.2 Staff use the internet to research areas of interest for the children and print resources where appropriate.

7.3 Any internet use by the children is closely supervised by staff and children NEVER have unsupervised access.

7.4 The history of all computers and tablets is checked on a regular basis to ensure safe use.

7.5 Activity that is found to be unsuitable or that is unsafe for the computer system is forbidden.

7.6 On no account are staff permitted to access their own person accounts, emails or social media on devices belonging to the nursery, or on their own devices unless on a break in a designated area of the nursery, such as the staff kitchen or office where children are not permitted.

7.7 Staff are not permitted to connect to the nursery/school WIFI on their own devices.

8. Social Networking Sites

8.1 The nursery has a Facebook and Instagram account which are controlled and managed by the nursery manager and deputy.

8.2 Employees are not permitted to make reference to the nursery, colleagues, any child or family or any other person or organisation connected with the nursery, on their social media pages.

8.3 Staff must not post anything on their social media pages, such as (but not exhaustive to) Facebook, Whatsapp, Instagram, LinkedIn, Snapchat, TikTok or any other sites, that could be construed to have any impact on the nursery's reputation or relate to the nursery or children attending the nursery in any way.

8.4 Employees must not post any reference to their working day or work life on any social media site.

8.5 Staff must not post anything on social media sites that could cause offense to their colleagues, children or families or any other person or organisation connected to the nursery.

8.6 Staff members must not accept any friend requests or such like, from any children attending the school and must report this to the head teacher and/or nursery manager.

8.7 If employees choose to allow parents to have access to their social media pages, this relationship must remain professional at all times.

8.8 All staff members are reminded that they should remain professional at all times whilst using social media, any content posted by an employee that is deemed to be discriminatory in any way, such as homophobic or racist, or that brings the nursery into disrepute, will result in disciplinary action.

8.9 Failure to comply with this policy will be treated as a serious breach of the rules and will result in disciplinary action being taken, which could result in dismissal.

9. Health and Safety

9.1 Staff should take care to sit carefully when using laptops or computers, in order to protect their backs or wrists from injury.

9.2 Repetitive strain injury can cause pain to the wrists, staff are encouraged to take breaks to 'stretch' off if using computers for an extended period of time.

9.3 Computers and other such devices should be used in areas with plenty of lighting in order to reduce instances of eye strain.

9.4 Children take turns to use computers to prevent them from looking at the monitor screen for too long.