Eldene Pre-School & Toddlers

1:K   ICT (Information, Communication and Technology) Policy

Statement of intent

Aim

At Eldene Pre-School & Toddlers we are aware that the introduction of ICT into the Foundation Stage Curriculum will ensure that your children become more knowledgeable about information and increasingly comfortable with new technologies.

Foundation Stage ICT is the use of resources such as phones, tape recorders, music keyboards, remote control toys, calculators, digital tills, microwave, washing machine and metal detectors. Digital cameras and desk top computers are also used with relevant software.

Eldene Pre-School principles are as follows:

To continue to develop good practice in the use of ICT we will:

- Make sure that resources are evaluated for curriculum and technical suitability
- Keep up to date with ICT initiatives and software

To reflect upon and promote equality and inclusive practice we will:

- Recognise, value and use children's experience of ICT outside the early years setting as an important learning resource.
- Support and value cultural identities and diversity by appropriate use of the internet
- Be aware of the range of resources that can be particularly effective in promoting inclusive practice.
- Maximise the potential for using ICT to support continuity in children's learning.

To ensure that all children have access to and opportunities to learn about ICT we will:

- Ensure that every child has equal access to wider range of ICT resources
- Be aware of Health and Safety guidelines relating to the use of ICT
- Include Eldene Pre-School & Toddlers on adjoining school intranets with networking possibilities
- Ensure that internet access is available for appropriate use by all children

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To develop and support professional ICT development for all staff we will:

- Use existing skills, knowledge and expertise to develop ways of incorporating ICT across the curriculum.
- Consider how best to provide continuous professional development on the value and use of ICT

Data

- All members of staff are aware of the Data Protection act and data stored on any Eldene Pre-School & Toddlers computer will not breach the requirement of that legislation
- Any personal data that is stored locally on a computer will be protected by a password and/or Identification Code
- Data and software will be maintained within secure user groups
- No data stored on children will be passed on via the internet
- No digital photographs will be put on or sent via the internet without prior written permission from parents. Images of children will be printed as photographs for the child's record file
- Copyright of materials and intellectual property rights must be respected. Sufficient licenses have been purchased and can be demonstrated to cover actual and possible usage
- Any computer must have virus protection installed and operational. Disk/USB drives containing data from an outside source should not be used without permission.

This policy was adopted at a meeting of Eldene Pre-School & Toddlers

Held on: 8th July 2019

Date reviewed: October 2023   To be reviewed: October 2024

Signed on behalf of Eldene Pre-School & Toddlers

A. Hanrahan

Ann-Marie Hanrahan - Chairperson