Technology Policy

Statement of intent

We recognise that technology covers a wide range of things children will come into contact with. In terms of their development, the appropriate use of technology can help young children grow and learn, especially when families and childcare practitioners play an active role. Early learners can use technology to explore new worlds, make believe and actively engage in fun and challenging activities. It helps to enhance all areas of their development including independence in Communication, Language and Literacy.

We have regard for the 'Online Safety Act (October 2023)', which outlines the need to make the use of internet services for children safer. We have a separate Online Safety Policy.

The use of technology and our safeguarding duty of care

★ All staff complete annual 'Online Safety' training.
★ We acknowledge the annual 'Safer Internet Day' and send information to parents to support this.
★ Staff are not permitted to use nursery devices for their own personal use.
★ All equipment to be used safely and responsibly with equality of access to all children.
★ Our staff will ensure that all screen viewing by children at nursery is of an appropriately age-related content.

Aims

★ Develop ICT skills, knowledge and understanding within the nursery environment and wider community.
★ Using ICT to enrich and extend understanding of different topics and themes.
★ That all children, regardless of race, culture, gender or ability have access to ICT resources.
★ To support children with special educational needs through personalised resources and accessibility to support ICT learning.
★ To use ICT equipment in a safe, secure and controlled environment.
★ To use equipment which is appropriate to age and ability.
★ To use technology as a tool for learning, not as a replacement for adult interaction.

Equipment we have at nursery

★ Smart TV
★ Smart speaker
★ Tablets
★ Stand-alone computer
★ Cameras – on tablets and children's Vtech
★ Toys.

Methods

Smart speakers

★ Use only for appropriate educational opportunity, e.g. storytelling, children's songs to support group times, ethnical music, games, exercise, research facts to support learning etc.
★ Do not use for popular adult radio stations as content may not be appropriate.
★ No login to staff personal accounts.
★ Adults to supervise when it is used, including operation of the equipment.

Tablets

★ Staff are not permitted to login to personal accounts.
★ Users must not load or download software on any device without permission. Password protected admin settings will be added to prevent this.
★ Devices to be password protected and all staff to have their own password to access Tapestry. As per our Tapestry policy, no staff are allowed to log into their account at home unless they have specific permission from management.
★ Tablets are only to be used to access the Tapestry app, take photos and videos or set reminders.
★ Children may look at their Tapestry journal and photos with staff but may not use tablets independently.

Stand-alone computers

★ Staff are not permitted to login to personal accounts.
★ Adult support must be available at all times.
★ To be used with appropriate educational software or to support child's learning, e.g. adult monitoring research of a topic with a child.
★ Children will not be allowed to use the internet without a member of staff present.
★ If the Internet is to be used for a learning opportunity, staff to view the site before children can view or engage with the learning.
★ Staff are not to 'roam the internet' when children are present.
★ Physical safety of users has been considered, e.g. posture of children/staff when using devices.
★ Users must not load or download software on any device without permission. Password protected admin settings will be added to prevent this.

Smart TVs

The use of the television is very limited within our settings.

We do not have a TV Licence.

★ Staff are not permitted to login to personal accounts.
★ To enhance learning related to themes/topics within the nursery.
★ Limited to a short time, appropriate to the child's age.
★ To check for suitability, all 'You Tube' videos will be vetted by staff before the children watch them.
★ Watching any programmes on the internet will always be supervised by a member of staff.
★ All programmes are suitably age related.
★ The DVD player will **only** be used on occasions as a 'down time' either after an event or after teatime.
★ DVDs are usually related to a story book or favourite character and should not last longer than 20 minutes.

Toys

★ Batteries should never be handled by children unless under the direct supervision of an adult.
★ **All** battery covers must be screwed in place to prevent children accessing. These compartments will be checked regularly by room staff.
★ Batteries must be changed regularly, to prevent leakage, and stored out of children's reach.
★ Any toys with button batteries must have these changed in the staffroom and not in the children's areas. This is to prevent any small batteries being dropped and lost to the practitioner, only to be picked up later by a child.

- ★ Any donated toys which require batteries must be thoroughly checked to ensure they are in full working order and the battery compartment is secure.

Cameras

- ★ Children have access to child-friendly cameras such as Vtech models. These must be supervised by our staff at all times.
- ★ Children are not allowed to bring in any devices from home which can record or take photographs.
- ★ Staff are not allowed to wear or bring any devises into nursery which can record or take photos, such as Smart watches.

This policy was adopted by Once upon a time nursery school

Date: 2 June 2021

Amended on: 11 March 2024

Signed on behalf of the nursery

To be reviewed: Annually or sooner if any matters arise