**Computer Policy**

## Vision

At Notting Hill we recognise the rapidly changing role that technology plays in our environment. We believe ICT includes all current technologies including computers, answer phones, washing machines, programmable toys and remote controls as well as other technological tools such as digital cameras, laminators, ipads and scanners. By creating opportunities to experience technology in the home, classroom, community and outside environment, children are able to investigate equipment, gaining knowledge, experience and an understanding of ICT.

## We aim to support children to

* Show an interest in ICT.
* Seek to acquire basic skills/turning on/operating.
* Know how to operate simple equipment –locality, intercom/pelican crossing etc.
* Use ICT to perform simple functions/ TV remote
* Use mouse/keyboard/ipad – interact with age appropriate software/ programmable toys.
* Understand safe use of technology and access to the internet

**We believe:**

1. ICT is a tool for learning and that children can be confident users of technology.
2. Technology is part of children’s worlds and a relevant curriculum includes investigating technology as well as using technology to learn.
3. Working in partnership with parents is vital for enriching children’s experiences with appropriate technology both at home and school. We believe this partnership is a two way process that we can all learn from for the benefit of the children.
4. ICT is more than just computers and that childrens experiences of ICT in everyday life should be used as a basis for learning.
5. ICT is not an add-on to the curriculum but embedded across all areas of learning
6. Children need to be in control and to use technology safely and independently.
7. Technology needs to be appropriate and accessible for young children.

**Overall Aims**

* That we build on each child’s previous experience and cultivate the skills that are essential for children to gain access to developing technologies.
* Evaluate resources and update and add to them as necessary.
* Undertake ICT training and opportunities for all staff.
* To take into account issues relating to inclusion and to allow for differentiation with pupils that need additional help to access learning.
* Be aware of current developments in ICT.
* To use ICT for effective and appropriate communication.
* To apply the children’s ICT skills and knowledge to their learning in other areas of the curriculum.
* To develop children’s understanding of everyday uses of information and communications technology.
* To develop technological literacy through a range of products which children will be familiar with and which will be easily understood and accessed.
* To encourage children to work collaboratively, sharing knowledge, skills and enjoyment.
* To develop a skills-based approach to computer use which puts the child in control of the equipment rather than the other way round.
* To encourage children and staff to use the Internet to gain knowledge and support learning.
* To use technology as a means of additional communication with families and the community.

## Learning and development

* Children are encouraged towards independently choosing and using ICT appropriate for purpose
* Through role play with ICT resources children will begin to understand technology in the real world. For example, playing with non-functioning keyboards as ‘rocket control panels’, using a cardboard box as a pretend TV, or playing with a till in the maths area.
* By operating real electrical devices e.g using the cassette recorder to listen to stories. Operating the laminator to protect special work…
* Through the use of programmable toys
* Through walks in the local environment to encourage children to observe and talk about ICT. For example looking at traffic lights or telephone boxes.

**Children have access to;**

* A computer, printer, photocopier and scanner
* Non-functioning pieces of technology which children use for role play.
* iPads
* Bee Bots and range of remote control toys
* Torches and walkie talkies
* Laminator
* Recordable microphone

## Equal Opportunities

All children should have equal access to ICT in order to develop their personal ICT capability and understanding.

Our Aims stress:

* To ensure ICT applications are free from violence and stereotyping
* To reflect the world we live in with our cultures and races, in our choice of ICT applications
* Help all children to use ICT with enjoyment and confidence
* Help all children to become independent and autonomous users of ICT
* Enable each child to achieve their highest potential in ICT
* All groups of children will be monitored so that no one group misses opportunities e.g. ongoing monitoring ensures girls have the same opportunities as the boys to use the computer

## Protection from online access

It is recognised that access to the Internet can enhance a child’s development but that strict controls are necessary to deal with any undesirable material.

To ensure these controls are in place as follows:

* Access to screens is always in a visible area.
* Hardware should be switched off when staff are not in classrooms.
* The use of the Internet should always be supervised.
* Virus protection – up-dates ongoing.

**Online safety for under 5’s**

Technology and online based entertainment and interactions have quickly become our new normal, with children and adults using social media and apps to play and communicate with peers. With more online access, and often personal devices, we are continually being made aware of the dangers that come with that, and it is therefore vital that we discuss and share information of the importance of online safety and what we can actively do to keep our children under 5 safe.

This includes;

-Using devices together or within the same room, allowing us to hear and see what our children are accessing.

-Activating parental controls, limiting the kind of content our children can access

-Managing screen time.

-Having age-appropriate conversations with our children about online safety, asking children what they are accessing and how.

-Researching and choosing safe apps and websites for our children to access.

-Support creative and active play by playing songs, using step by step videos for drawing or dance routines etc.

-Set a good example with our own use, and other family members us, including siblings.

It is our aim to share information about this topic with both, children and their families. For children we will access websites, emails and apps on our nursery iPads, instigating age-appropriate discussions about how we keep ourselves safe. Furthermore, we will utilise the relationships we have built with parents to share what safe use looks like with children under 5. We will open discussions during stay and play meetings and share information via email or our nursery Facebook page.

## Health & Safety

We are aware of various health and safety issues when using computers with young children and the need to form good habits for the beginning:

* Children should be encouraged to have short turns at the computer so that they are not staring at the monitor for too long. We can use sand timers to enable children to self monitor their time and to take turns.
* Ensuring that children have clean hands when using the computer (being especially aware of sand, water and glue).
* liquids are not permitted near the computer/ipad
* Teaching awareness of electrical safety and keeping cables and sockets out of reach or covered.
* Keeping magnets away from the computers/ipad
* Allowing only one child to hold the mouse and operate the keyboard at one time.

## Staff

* Practitioners are responsible for preparing a nursery environment which reflect our present technological world and where children can access equipment, computer, and programmable toys with ease and confidence.
* We ensure that all children and staff will have equal access to technological equipment regardless of gender, race, culture, or ethnicity, disability or class.
* ICT equipment will be used to record the progress of children –e.g.- use of digital camera /video camera.
* Develop staff skills so that they are confident about when to use ICT for effective learning. Individual training needs will be discussed at appraisal meetings.

Staff are reminded that use of computer and Internet access is a privilege granted by the manager and may be revoked at any time for inappropriate conduct including, but not limited to....

* Misrepresenting oneself or the Company;
* Engaging in unlawful or malicious activities;
* Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
* Sending, receiving, or accessing pornographic materials

This policy should be used in conjunction with the Staff handbook (mobile phones, social media) and safeguarding policy.

Revised Sept 2016

Revised Sept 2022

Revised Oct 2024

Action plan

-Staff to read computer policy and refresh resources, opportunity and access to technology.

-Staff to familiarise themselves with online safety

-Do we need to purchase/charge/refresh resources

-Children to begin using tapestry more- taking photos of artwork/achievements & uploading them to share with parents- revisit to see if parents' comment.

-Pen pal- parents old and new. - nursery

-Calling down for snack? Daily thing? Using the intercom.