

GREAT COATES VILLAGE NURSERY SCHOOL

POLICY FOR

IMPLEMENTATION OF INFORMATION AND COMMUNICATION TECHNOLOGY

AND THE

MANAGEMENT OF EQUIPMENT

Reviewed every year 3 years.
Autumn 2021
To be reviewed Autumn 2024

INTRODUCTION

Information and Communication Technology (I.C.T.) is now an important part of our lives. The Early Years Foundation Stage guidance does not include a specific section for the development of (I.C.T.) skills and knowledge. Instead, it appears as a strand of the Area of Learning and Development known as Understanding of the World. However, it is important to have a policy that outlines the purpose, nature and management of I.C.T. within the Nursery.

The policy reflects the consensus of opinion of the whole teaching staff. It has been drawn up as a result of staff discussion and was presented to and accepted by the governing body at their meeting in February 2009

The implementation of this policy is a requirement and the responsibility of the whole staff, in order to achieve the agreed objectives.

1. What ICT means for the Children

ICT – is about how children find out about and learn to use appropriate information technology such as computers and programmable toys that support their learning. (extract from EYFS Document 2008)

Information and Communication Technology is concerned with the understanding, use, collection of, processing and handling of electronic information which may be text, numbers, images or sounds. The children will be encouraged to find out about and identify uses of technology in their everyday lives e.g. microwaves, pelican crossings, checkout tills. They will be taught the necessary skills to enable them to use programmable toys, computers, interactive white boards, CD players, photocopiers, electronic toys and a variety of software which will enable them to create, collect, process and communicate information in a variety of ways and for a variety of purposes. In addition, they will be able to develop their Information Technology skills and support their learning in each of the seven areas within the EYFS.

2. Aims

Our aim is to provide the children with opportunities to learn and develop basic I.C.T. skills. This, in turn, will develop their confidence to use other technological equipment and provide them with a firm foundation for their future development in this area of learning. We also aim to develop our own confidence and expertise in the use and implementation of I.C.T. for professional purposes.

3. Objectives

Our objectives are to enable all children to:

- Use a range of I.C.T. resources purposefully and enjoyably.
- Develop their basic skills.
- Understand the range of technological devices and their impact on our daily lives.
- Raise awareness of the idea of communicating with other users of I.C.T.
- Have a positive and confident outlook about the use of I.C.T. within the school.

4. Entitlement

As with all other areas of the nursery curriculum, every child has an entitlement to access all aspects of I.C.T. at an appropriate level.

All children should develop positive attitudes to I.C.T. They should develop an understanding of its potential and be confident to use a variety of equipment.

5. Implementation

a) Organisation

Whilst I.C.T. is not a 'stand alone' area of the Early Years Curriculum, we believe it is essential that all children have opportunity to experience its use and develop basic skills.

The co-ordinator will support staff in their delivery of I.C.T by:

- ❖ Keeping informed of current initiatives in I.C.T. and passing on the information as appropriate.
- ❖ Providing necessary training opportunities for staff members.
- ❖ Offering classroom support as and when appropriate.

b) Delivery

I.C.T. activities will feature in our continuous provision as either opportunities to teach specific skills, or opportunities to reinforce those skills using software that will also support and develop knowledge and understanding in other areas of learning. The choice of software for learning support should always relate to the learning objective set for the specific area of learning.

Children will be encouraged to use the interactive white board and pen, or the clever touch screen and pen, with a degree of control and accuracy, through a variety of programs which offer opportunities to 'drag and drop', move items around the screen and interact with the software as relevant.

6. Special Educational Needs

All members of staff at the Nursery believe that no specific requirements are needed for children with additional needs, as the software used enables all children to experience I.C.T. at their own level. However, if special facilities or programs were needed to support an individual's education, they would be provided.

7. Resources

There is a 'Clever Touch' screen and a computer in Sunshine Room and Rainbow room. All computers are now linked to the photocopier for printing and have wireless Internet access (effective from Sept 13). Appropriate websites are sometimes accessed by the staff to share with the children in order to enhance their learning.

A laptop and a P.C. are set up in the resource room, primarily for staff use, and a P.C. is available in the meeting room in the unit. All are connected to the Internet and to the photocopier (for printing). There is also a P.C. in the Moonlight room and a 'Clever Touch' screen. Each Key Worker has a laptop to use for planning and assessment work at home and at Nursery. The Administrative Officer has a P.C. and laptop and the Head Teacher has a P.C. and a laptop.

Other technological equipment includes:

- ❖ Tablets used to support the 'EvidenceMe' recording system.
- ❖ Digital cameras and a digital camcorder for use by staff.
- ❖ Bee bots (Programmable toys)
- ❖ A range of battery operated toys including, irons, cash registers, shape sorters, cause and effect toys.
- ❖ Children's video cameras
- ❖ Children's digital cameras
- ❖ Walkie talkies
- ❖ Sets of rechargeable torches
- ❖ Set of 'Easy Ears'
- ❖ 'Coomber' system (CD/cassette Player with provision of multiple sets of head phones)
- ❖ 'Coomber' P.A. system for use outside and for school events
- ❖ Digital microscopes
- ❖ 'Digiblue' video cameras for the children to use.
- ❖ Colour Photocopier (leased)

The school has a variety of appropriate programmes which support many of the areas of learning within the new Early Years Foundation Stage as well as encourage and enable the children to develop a range of skills.

8. Ethics and Security

To ensure confidentiality with regard to personal information, certain data will only be accessible to the Head Teacher and the Administrative Assistant. All machines are password protected, which gives the users appropriate levels of access.

- ❖ Our comprehensive E-Safety Policy covers this.

9. Safety Aspects

The equipment is situated at a height and position appropriate to the users. Wrist supports are available for staff to use. All I.C.T. equipment has an annual safety inspection along with the other electrical equipment in school.

10. Background Information

We wish to thank The Leas School Waltham for allowing us to use their I.C.T. policy as a starting point and reference for our policy. The Early Years Foundation Stage document 2008 has also been used to inform this policy.

11. Review

The policy will be reviewed in light of the school development plan. It is to be regarded as a 'working document', which will be reviewed annually or sooner if new issues arise.

Policy prepared Autumn 2008 to meet requirements of EYFS

Date policy agreed...February 2009

C. Penszor Co-ordinator

Review Record

- ❖ Policy reviewed and agreed by Governing Body at **Spring Term 2 meeting 19/03/10**
No changes made.
- ❖ Policy reviewed and agreed by Governing Body at **Spring Term 2 meeting 27/03/13**
Changes made to reflect the upgrading of machinery and acquisition of additional resources. Further amendments made **Sept 2013** following installation of wireless Internet access, acquisition of new pc's & laptops and the upgrading of server etc. using funding specifically allocated for ICT development.
- ❖ Policy reviewed and agreed by Governing Body at **Spring Term 2 meeting 05/03/14**
Changes made to reflect the upgrading of machinery and acquisition of additional resources.
- ❖ Policy reviewed and agreed by Governing Body at **Spring Term 2 meeting 18/03/15**
Changes made to reflect the acquisition of additional resources.
- ❖ Policy reviewed and agreed by the Pupil Outcomes Committee at **Autumn Term meeting 15/10/18**
Changes made to reflect new equipment and equipment no longer in use. Co-ordinator names taken off.
- ❖ Policy reviewed and agreed by the Curriculum Committee at **Autumn Term meeting 24/11/21.**
Changes made:
 - Numbers of items taken off list of equipment.
 - 2Simple changed to Evidence Me.
 - EYFS changed to 2021.