



Berrynarbor Pre-school
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ICT Policy

Introduction

This policy document sets out the preschool's aims, principles, and strategies for the delivery of Information and Communications Technology (ICT).

Our preschool will creatively and imaginatively harness the potential of ICT in teaching and learning.

What is ICT?

ICT comprises a set of concepts and skills for using and communicating information.

Information and Communication Technology includes, but is not limited to, the use

- Audio and video recorders.
- Telephones, mobile phones, faxes
- Cameras, scanners
- Electronic musical instruments and sound mixing equipment.
- Computers, laptops, tablet devices, iPad
- Programmable toys and control kits.
- Assistive technology
- Voice-operated equipment
- The internet
- Interactive whiteboards and similar interactive presentation technologies
- Software

Aims

ICT helps children take greater responsibility for their own learning, plan and organise their ideas, and produce and present work of a high standard. It also enhances creativity.

In particular, ICT offers students with learning difficulties opportunities to:

- Work with increasing independence in communication, language, and literacy
- Work on skills across the curriculum with increased confidence and understanding.
- Develop and enhance their work in all areas of the curriculum.
- Become fully involved in physical and practical activities using tools, such as switch technology which allows control of the immediate environment and aids mobility.
- Work on joint projects with others
- Access a wide range of ideas, information, and cultures.

In response to these opportunities, children can make progress in ICT by:

- Experiencing the results of personal actions.
- Applying technological knowledge and understanding to everyday life.
- Investigating the familiar and (later) the broader technological environment.
- Working on smaller and then larger tasks.

Resources

We believe that in addition to learning ICT as a subject, the potential of ICT to improve teaching and learning throughout the curriculum should be fully exploited. To meet this objective, we have:

- 1 Preschool laptop
- 2 tables devises
- 2 kindles
- 1 Preschool Camera
- Internet access via a passworded Router
- 'Toy' cameras, phones, V-Tec computer

E-Safety

Internet-based technologies are presenting new challenges (and opportunities) for young people. Staffs receive on-going e-safety training. The computer is installed with appropriate children security, meaning no child or member of staff can access any harmful sites.

Teaching and learning

Preschool Practice

A range of teaching and learning styles will be reflected in carers planning, assessment and preschool practice. These will include:

- Using the computer or appropriate presentation to demonstrate to a group of children.
- Leading a group or class discussion about the benefits and limitations of ICT.
- Individual, paired or group work developing ICT concepts and skills using non electronic media.
- Collaborative and co-operative activities in groups.
- Guided discussion and evaluation of work-in-progress and finished work.
- Children working individually either independently or supported by an adult.

Staff roles and responsibilities

The Manager is responsible for:

- Meeting statutory ICT requirements.
- Ensuring that there is an ICT policy and that it is implemented.
- Reviewing and updating the ICT policy with the committee.
- Ensuring that all staff are managed and supported in ICT policy
- Monitoring and evaluating the purchase of ICT equipment.
- Ensuring that all equipment is stored correctly in the lockable filing cabinet at the end of each session.
- Is responsible for the use and storage of the preschool laptop as this travel to and from home to work and work to home for the sole use of preschool purpose only.

Staff are responsible for:

- Developing the child's ICT capability in accordance with preschool policy and the requirements of the EYFS.
- Ensuring that each child has equality of access to ICT resources.
- Ensuring that equipment is used safely and responsibly.
- Monitoring and evaluating each child's experiences.
- Developing their own capability to support their teaching and child's learning.
- Reporting faults to the manager
- To store the equipment correctly in the locked filing cabinet when not in use.

Hardware and Peripherals

The preschool aims to offer a wide range of ICT resources, including communication aids, switches and other appropriate devices. An annual audit of ICT equipment is carried out by the managed service provider so that refurbishment and provision for new technologies can be included in Development Planning.

Software

All children have use of software covering the breadth of the curriculum and access to it. Software is also used to enhance and support all forms of communication.

Access to ICT resources

It is our policy to make the preschool's resources as accessible as possible both to staff and to the wider community.

Health and safety

We ensure that our equipment is given an annual electrical PAT test.

Copyright and data protection

We ensure that we have legal licences for all our software, and we will not re-publish any scanned or digitised images without checking copyright.

Computer security and virus protection

We strive to make equipment readily available and yet secure. All feasible equipment is security marked and all computers are virus protected.

This policy was adopted at a meeting of Berrynarbor Preschool held on 06/06/2007
This policy was review and revised on 07/03/2024

Signed on behalf of the preschool.....Date.....