

## **Information Technology Policy**

Gan Alon values the contribution that information technology can make to the life and role of a pre-school in a modern society. Gan Alon's website is incorporated into the host site of [www.nnls-masorti.org.uk](http://www.nnls-masorti.org.uk).

### **Safeguards**

The safety of children and other users who appear or are referred to on the published site is of paramount importance. Gan Alon will ensure that no pupil can be identified or contacted either via or as a result of using the Gan Alon website.

### **Access and Approval**

Content on the Gan Alon website is controlled by role access. There are 3 roles: contributors, editors and administrators. All material submitted to the site is initially given a status of 'Pending Review' and will not appear on the live site. Material must be promoted from 'Pending Review' to 'Published' status by an authorised person with the Editor role before it will appear on the site.

*Contributors* are allowed to submit new pages and upload photographs via the backend for approval prior to publication. Contributors are also allowed to edit their own content. Contributors are not allowed to promote 'Pending Review' content to 'Published'.

*Editors* are allowed to submit new pages and upload photographs via the backend for approval prior to publication. Editors are allowed to edit their own content and also contributors' content. Editors are allowed to promote 'Pending Review' content to 'Published'. Editors may also demote 'Published' content to 'Unpublished'.

*Administrators* have full access to the website environment for the purposes of maintaining the software and the underlying technical environment. This includes tasks such as user administration and software maintenance and upgrade. Administrators will not publish materials to the site unless expressly authorised by the Gan Alon Manager.

### **Digital Images**

Gan Alon requests that all parents sign a Digital Image Consent form when their child is admitted into the pre-school. Teachers are aware of possible Child Protection and Safeguarding issues when taking photographs of pupils and where these photographs are used.

### **Names, pictures and content**

- Permission will be obtained from parents/authorised guardian via our signed Digital Image Consent Form before any pupil's image is used.
- Children's names will not be published.
- Any images of children will not be labelled with their names.
- Children will only be shown in photos where they are suitably dressed.
- Personal details of children or staff such as home addresses, telephone numbers, personal e-mail addresses, etc, will not be released via the website.
- Photographs will not be published on any social network site by Gan Alon pre-school.

- If a Gan Alon staff member is contacted directly via a social network site, they are instructed to automatically respond to the message by asking pupils/parents to contact them at Gan Alon by email/letter or in person.
- Links to external websites will be checked thoroughly before inclusion on the pre-school website. The sites will be checked for the suitability of their content for their intended audience.
- Written work will be checked to ensure (as far as possible) that no copyright or intellectual property rights are infringed.
- All written material will be checked for its suitability for its intended audience.

### Privacy

Parents have the right to refuse permission for their child's work and/or image to be published on the site. Those wishing to exercise this right should express their wishes in writing to the Gan Alon Manager, clearly stating whether they object to work, images, or both being published to the site. Parents will be notified of this right by publication of this policy at the beginning of the academic year and asked to return a Consent Form to the Gan Alon.

### Monitoring

An Editor will check material before it is uploaded or published to ensure that it is suitable and complies with the record of objections held by the Manager and with copyright laws (as far as is possible). Any persons named on a web page can ask for their details to be removed. The web pages will be regularly reviewed for accuracy and will be updated as required. This review will occur at least annually.

### Tapestry On-line Learning Journal

Gan Alon uses the Tapestry On-line Learning Journal to record observations and assessments of children during their time at the pre-school. Pre-school practitioners use iPads to upload photographs and videos which are emailed direct to parents.

Observations are taken on a rolling basis and parents are informed by email when their child is recorded. The system is hosted on UK secure servers and access is via personal password.

Gan Alon safeguards the wellbeing of children as much as possible when using this site. Staff are only able to access the Tapestry website via the NNLS network (which is registered under the Data Protection Act, see below) and parents are required to sign an Agreement Form and a Trust Document ensuring that information is not downloaded/shared or copied outside of the immediate family or placed on any social network site.

On leaving Gan Alon, all the child's Tapestry records will be deleted from the Tapestry website. Gan Alon are required to keep the child's observations on a .pdf for a reasonable amount of time (three years) after the child has left the provision.

### Acceptable use of iPads by Staff

Staff have use of an iPad mini for educational purposes only. The iPad mini belongs to Gan Alon. The use of the iPad mini is to save documents and recordings for download onto the Tapestry On-line Learning Journal. There are no additional apps loaded. Staff have permission to remove the iPad from Gan Alon in order to write children's observations at home. The iPad mini is signed both in and out of Gan Alon by the teacher. The iPad mini is used in conjunction with Gan Alon's Safeguarding Policy at all times.

### Data Protection

The Data Protection Act 1998 came into force on 1 March 2000. The Act governs the collection, retention, use and transmission of information about living individuals and the rights those individuals have to see this information. The Act covers personal information in both electronic form and manual form (e.g. paper files, card indices) if the information is held in a relevant, structured filing system.

On an annual basis, the NNLS informs the Information Commissioner's Office of the purposes for which personal information is processed together with the types of individuals who are the subject of the data (data subjects), the types of data being processed (data classes), and the individuals or organisations to which the NNLS does or intends to disclose data. The NNLS (and Gan Alon) registration number is **Z3352152** and further details of the Data Protection register entry can be found on the Information Commissioner's website at [www.ico.gov.uk](http://www.ico.gov.uk).

Contact Information: CEOP [www.ceop.police.uk](http://www.ceop.police.uk)

This policy was adopted at a meeting of:

Gan Alon Pre-School

Held on

Date to be reviewed

Signed by the Manager

Countersigned by

Role of counter-signatory (eg. Chair, Director or Owner)

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