



the new montessori pre-school

The Methodist Church, Tarring Road, Worthing BN11 4ET
Call: 01903 535 412 Email: info@thenewmontessoripreschool.org.uk

Operational Manual for

Record keeping
using an internet based system
My Montessori Child



Extension to our
Parents in Partnership &
Record Keeping Policy

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Company Number 3908382
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Introduction

Our pre-school is has an internet based record keeping system called My Montessori Child. The funds were provided by West Sussex County Council through a Graduate Leader Fund secured through our pre-school. We take photos of the children at work as the basis of the observation and then upload comments and levels of concentration and familiarity before uploading the observation. The system combines the Montessori Philosophy with the Early Years Foundation Stage ensuring that all areas of learning are presented. Parents have access to their child's records by using their own individual pin number to enter My Montessori Child's secure website. All children's records are stored in lockable cupboards which are always locked whenever we leave the building.

Policy for Record keeping using an internet based system

From March 2014 our pre-school has been using an internet based system. Our pre-school continues to follow our implemented Policy for Record keeping through the use of "My Montessori Child". The system combines the Montessori Philosophy and the Early Years Foundation Stage ensuring that all areas of learning are presented. Parents will have access to their child's records (the system will go live from April 2014) by using their own individual pin number to enter "My Montessori Child's" secure website.

All information provided by parents will be inputted into the system providing your child with complete developmental profiles. Child's work can also be photographed so that the child can take the work home but still have record on his learning journal.

Use of KINDLE/IPAD policy for My Montessori Child

Our pre-school uses a website-based system called My Montessori Child for administrative and record-keeping purposes, including taking the attendance register, making text-based and photographic records of children's activities, planning lessons, reviewing children's progress, and compiling statutory Department for Education reports. Data and photographs are uploaded into the My Montessori Child system by teachers using Internet-connected Kindles/Kindle/ipads at our Pre-

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school. Data and photographs stored remotely on My Montessori Child's online servers are protected by industry-standard Internet security procedures including encrypted transmission, passwords, access-device registration and physical protections. The system administrator of My Montessori Child who has access to the children's data and photographs on a need-to-know basis has been subject to an Enhanced Disclosure and Barring Service (DBS) check (Disclosure number 001382556238). My Montessori Child is registered in accordance with the Data Protection Act with the Information Commissioner's Office (Registration Z3311745).

Physical storage of photos on Kindle/ipads

If a Kindle/ Kindle/ipad is removed from the setting, it is checked by Management for any cached data or stored photographs and these are cleared from the device's memory so there is no risk of unauthorised access to data and photographs if the Kindle/Kindle/ipad were lost or stolen. Our practitioners must inform the Management in advance when they plan to remove an Kindle/ipad from the setting so that this check can be made. When an Kindle/ipad is returned to the setting, it is checked by a Classroom Manager for any new content including stored photographs, web browsing content or other material not relevant to the setting, all of which is deleted before the Kindle/ipad may be used again in the setting.

Physical location of Kindle/ipads in the setting

The Kindles/Kindle/ipads are stored securely in the setting's locked charging safe. No Kindle/ipad may be used in toilets or nappy-changing areas. Teachers must behave responsibly with Kindle/ipads as pieces of delicate electrical equipment, protecting them from damage and ensuring they pose no physical risk to children in the setting.

Uploading of photos to the Internet

Photos stored on the Kindle/ipad are never uploaded to any part of the Internet except to My Montessori Child. For example, no photo of any child or group of children on the Kindle/ipad may be e-mailed, posted to Face book, tweeted on Twitter, or pinned to Pinterest. Even parent requests to e-mail photos from an Kindle/ipad are always refused for security reasons. In order to ensure that no photos are being uploaded, e-mail 'sent' lists and web histories on the Kindle/ipad are never cleared so that they may be checked by our Management.

Kindle/ipad Restrictions

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All Kindle/ipads used in the setting have PIN-protected 'Restrictions' on web content and apps.

In Settings > General > Restrictions, these settings are used:

- Face time, Installing apps and Deleting apps are OFF
- Allowed Content is restricted (using United Kingdom ratings) as follows:
'Clean' Music & Podcasts,
Apps
- In-App purchases are 'OFF', and Require Password is set to 'Immediately'
- In the Games Centre, Multiplayer Games and Adding Friends are set to 'Off'.

CHILDREN ARE NOT PERMITTED UNATTENDED USE OF KINDLE/IPADS.

Safeguarding

Any practitioner has a right to challenge any other practitioner regarding their Kindle/ipad use and is obligated to report any concern immediately to the setting Safeguarding Officer. At the discretion of the Safeguarding Officer, the suspected teacher may be required to leave the setting immediately and their Kindle/ipad retained for further investigation. For more information, please refer to the setting's Safeguarding Policy.

Wireless networks health and safety

Taken from the West Sussex County Council website 11.02.14

Some concerns have been expressed in recent years about the use of wireless networks in schools.

Most, if not all, West Sussex schools have these installations as part of their ICT infrastructure. As a result West Sussex County Council (WSSCC) checked government advice on this subject, which can be found on the Public Health England (PHE) website. PHE was previously the Health Protection Agency (HPA). Public Health England (PHE) have published a statement with a summary that includes "On the basis of the published studies and those carried out in-house, PHE sees no reason why Wi-Fi should not continue to be used in schools and in other places".

The PHE also state: "On the basis of current scientific information, exposures from Wi-Fi equipment satisfy international guidelines. There is no consistent evidence of health effects from RF exposures below

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guideline levels and no reason why schools and others should not use Wi-Fi equipment".

Confidentiality

From March 2014 our pre-school is using an internet based system. Our pre-school will continue to follow our implemented Policy for Confidentiality through the use of "My Montessori Child".

To ensure that all those using- and working in- The New Montessori Pre-school can do so with confidence. Our pre-school respects confidentiality in the following ways when using "My Montessori Child"

- Ensuring all staff, students and outside organisations are aware and understand our policies and procedures
- Any concerns relating to a child will be shared with a few people as possible on a need to know basis.
- Photos will be part of the individual child's Learning Journal as in the paper format journals.
- Staff students and outside organisations will not be allowed to use the I pads for personal use.

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