

E-Learning Journal Policy

Aims

Sunny Day Nurseries ensure that all children attending the settings have a personal online record called an E-Learning Journal which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time with us.

It will also show children's developmental progress through the different age bands of the Early Years Foundation Stage.

Practices

- Each child will have key person allocated to them who will be responsible for the compilation of that child's E-Learning Journal.
- Sunny Day Nurseries use an online Learning Journal system (iConnect), allowing staff and parents to access the information from any computer via a personal, password-protected login.
- Staff access allows input of new observations and photos or amendment of existing observations and photos.
- Parent access via ParentZone allows input of new observations and photos or the addition of comments on existing observations and photos – parent log-ins do not have the necessary permission to edit existing material.
- Observations input into the iConnect system are moderated by the Supervisor before being added to the child's E-Learning Journal.
- Parents logging into ParentZone are only able to see their own child's E-Learning Journal.
- At registration parents are asked to sign giving permission for their child's image to appear in other children's E-Learning Journals, and to protect images of other children that may appear in any photos contained in their child's E-Learning Journal.
- The E-Learning Journal is started once the child has started Nursery. During the first term, entries will be made more frequently as staff get to know the children.
- New observational entries to a child's E-Learning Journal will usually be uploaded within two weeks of the observation being made.
- Observations are written in the present tense.
- In all written observations, other children are referred to as 'C1', 'C2', etc – and not by name.
- We will try wherever possible to allocate "E-Learning Journal time" per week to each member of staff to enable them to upload observations. Any overflow will have to be completed in staff's own time.
- iConnect is not used as a general communication tool between Nursery and home. A child's E-Learning Journal is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.
- Parents may contact us through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

Security

- The iConnect E-Learning Journal system is hosted on secure dedicated servers based in the UK.
- Access to information stored on iConnect can only be gained by unique user id and password.
- Parents can only see their own child's information via ParentZone and are unable to login to view other children's information.
- All photographs taken of children are added to their E-Learning Journal and deleted from the tablet/pc. The Supervisor is responsible for ensuring that all photographs have been removed from the tablet/pc and must log out of iConnect at the end of each day.
- Each tablet is locked away overnight in a safe place.
- Staff members must not update their key child's E-Learning Journal from home - no child photos or personal information may be stored on staff personal devices.