60. Online Learning Journal

Policy statement
At Montessori & Me we provide all children attending an 'online learning journal' through an external platform, which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend

Nursery. Procedures

- We use a secure online system which allows staff and parents to access the information via a personal password protected login.
- All staff working within our nursery are responsible for the children's development and the compilation of their learning journals. This means that all staff within the room are able to capture observations for all the children.
- Parents logging into the system are only able to see their child's learning journal.
- Parent access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos – any observations the parents add have to be approved and added into the journal by the staff to ensure appropriate content.
- Before parents are linked to their child's learning journal they are asked to give permission for their child's photo to appear in other children's learning journals.
- Before accessing the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).
- Whilst the online learning journal platform provides a fantastic tool for sharing information between the nursery and parents, it is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development to which parents can add comments or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time.
- Observations are regularly monitored by the managing staff and assessed during staff meetings to ensure they are providing relevant information.

Safe Use Agreement

- Staff should log out of the platform app or program when they are finished in order to maintain confidentiality.
- Staff should not share log in or password details with any person - passwords should contain numbers/lowercase/uppercase letters and changed regularly.
- Staff should not share any information or photographs relating to children with any person not employed within the setting.
- Tablets/ laptops/ iPads are to remain school property and should not be taken off the premises.
- All entries on the platform remain the property of the nursery.
- At all times staff must comply with the Safeguarding Children policy and Acceptable Use policies. This policy runs in conjunction with the following policies:
  - E-Safety Policy - Data Protection Policy

- Staff must understand that the information stored on the platform is highly sensitive and it is their responsibility to promote the safeguarding and welfare of each and every child at all times.

This policy was adopted on 29/04/2018   Date for review: April 2019

Signed on behalf of the nursery: