Aims

Hulme Hall Pre-School ensures that all children attending the setting have a personal online Learning Journal which records photos, videos, 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 EYFS.

Procedures

- Hulme Hall Pre-School uses an online Learning Journal system, 'LearningBook', allowing staff and parents to access the information from any computer via a unique user I.D. and password.

- Staff access allows input of new observations and photos or amendment of existing observations and photos.

- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos. Parent logins do not have the necessary permission to edit existing material.

- Observations input into the Learning Book system may be validated by a room leader before being added to the child's Learning Journal.

- Parents logging into the system are only able to see their own child's Learning Journal.

- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journals, and to protect images of other children that may

appear in any photos contained in their child's Learning Journal.

- The Learning Journal is started once the child has started Pre-School. During the first term, entries will be made more frequently as staff get to know the children.

- New observational entries to a child's Learning Journal will usually be uploaded within a week of the observation being made. Observations and updates to the journal may not occur every day that the child attends the setting.

- In all written observations, other children are referred to by an initial, not necessarily that of their name.

- Learning Book is not used as a general communication tool between Pre-School and home. A child's learning journal is a document recording their learning and development and parents may add comments on observations or contribute photos, or information about activities they have been doing at home.

- Parents may contact the Pre-School through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

- Parents can only see their own child's information and are unable to login to view other children's Learning Journals.

- Once a child leaves Pre-School, a request will be made for their data to be deleted. Parent access to LearningBook will be revoked immediately when child leaves and will only be reinstated if the child returns to the setting.

- If a member of staff leaves Hulme Hall Pre-School, their access to LearningBook will be revoked immediately and their details deleted from the system.

Security

We understand the requirements of Early Years ICT and bring the highest levels of security, expertise and capability in our technology.

We put security at the core of everything we do. Our technology has been designed by experts to offer the highest levels of security to keep children's information safe and promote their learning.

Learning Book's security principles include:

- Our SmartTablet only runs LearningBook. It's not possible to install any other apps or software onto the device so you can't link to the Internet, e-mail or Facebook to share the information.
- The LearningBook software cannot be installed on any other device and is not available to download via AppStores or similar.
- The SmartTablet is large, bright and clearly branded and is very recognisable as a LearningBook product, so you can make sure there are no other devices in the classroom capable of transmitting information.
- Each SmartTablet is password protected and can be wiped remotely in the event of theft or loss. All data is encrypted on the device and is stored on our secure servers which have enterprise-level security measures in place.
- There is no way for data to be sent anywhere outside of LearningBook. Data, including photos and videos, cannot be downloaded, transmitted or transferred anywhere.
- LearningBook offers sophisticated security measures where other methods are lacking. By using their own camera app to capture observations and locking down access to the Internet, e-mail and other social media sites, they help Safeguard your children and guarantee data privacy. Our SmartTablets cannot be used to take inappropriate images and distribute these as 'use your own tablets' solutions can. We keep the data safe

from both malicious access and unauthorised distribution. LearningBook ensures that all photos, videos and other media are stored securely only accessible to authorised people.

- Cyber Essential Plus
- They are the only Digital Learning Journey provider to be awarded the UK government Cyber Essential Plus accreditation.
- The Cyber Essential accreditation was launched by the UK government in June 2014 as a way to allow companies to demonstrate their security and trustworthiness when it comes to handling personal data.

- View LearningBook Data Protection Policy www.learningbook.co.uk

Review Date: September 2018