



Online Learning Journal (Tapestry) Acceptable Use Procedures (AUP)

Aims

John of Gaunt Infant and Nursery School ensures that all children attending the setting have a Personal 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 stages of the EYFS.

Procedures

John of Gaunt Infant and Nursery School uses an Online Learning Journal system (Tapestry), 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 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 Tapestry system will be validated by a manager 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.

New observational entries to a child's Learning Journal will be uploaded once an observation has been made. Observations and updates to the journal may not occur every day that the child attends the setting but will occur at least once a week.

Tapestry is not used as a general communication tool between 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, videos or information about activities they have been doing at home.

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

Security

The Tapestry Online Learning Journal system is hosted on secure dedicated servers based in the UK. The server host takes security very seriously, both online and physically. You will notice that the 'https' prefix in the website address denotes that it is a 'secure' site.



John of Gaunt Infant and Nursery School Part of the Aylsham Learning Federation

Photos and videos taken using the Tapestry app are only stored on the IPAD used or the school server.

Access to information stored on Tapestry can only be gained by unique user I.D. and Password.

Staff can see the details of all children when logged into Tapestry using their unique login. They are then able to feed into any child's journal.

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 the EYFS, all data can be put onto a disc. After 30 days of the child finishing in EYFS the data will be irreversibly deleted. Parent access to Tapestry will be revoked once they are in KS1.

If a member of staff leaves John of Gaunt Infant and Nursery School, their access to Tapestry will be revoked immediately and their details deleted from the system.

Parents must NOT upload any media from Tapestry onto social media sites.