

**Friday 11<sup>th</sup> September 2020**

Dear Parents and Carers,

All Nursery children this year will have a personal online Learning Journey which records photos, videos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of their learning experiences during their time with us.

We are using Tapestry, a system, which is hosted in the UK on secure servers. These servers conform to very high environmental standards and are proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack-resistant techniques. Filenames are encoded for uploaded videos and images, making Tapestry a safe and secure online Learning Journey tool. The benefits to yourselves from Tapestry being online means that we can give you secure access to your child's Learning Journey. In addition to viewing staff observations, you can add to it by uploading your own photos, videos and comments on your child's learning.

We have our own secure Tapestry website, and once you have consented, we can set up a private account for your viewing only. For this, we will need an email address that can only be accessed by you as Parent/Carer of your child. At the end of the academic year, each child's learning journal will be emailed to you.

In order for you to access your child's Learning Journey freely; we will need you to give us permission by completing the attached slip. Only those Parents/Carers of children in Nursery would see these photos and they are copyright to the school. Once we receive your permission, we will set up an account enabling you to access your child's learning journey via the secure Tapestry website. You will receive an activation email and then will need to set up a secure password to access the account. **Please note: each parent only has access to their own child's Learning Journey.**

If you have any questions or queries about the online Learning Journeys please do not hesitate to contact us.

Many Thanks

The Nursery Team



# Tapestry Acceptable Use Policy Agreement

## Policy Context

The internet and other technologies are powerful tools, which open up new opportunities for everyone. They can be used to celebrate learning and progress, consolidate home-school links and stimulate conversations about learning between child and parent/carer. They also bring opportunities for staff to share key observations and next steps with parents/carers in a more immediate way. All users should be assured the sharing of information is in a safe and secure environment. Parents/Carers should also have the entitlement to give or decline consent for the sharing of photographic and video material relating to their child for safeguarding or personal reasons.

## ***This Acceptable Use Policy is intended to ensure that:***

- Staff, parents and carers are responsible users and exercise caution while using Tapestry.
- Confidentiality is maintained and observations and comments made online by parents/carers and agreed relatives relate only to the progress of their child
- All children are safeguarded and all copyright laws [regarding photographs and videos taken by the school] are fully respected and are never uploaded to any social networking site or shared outside of Tapestry

I understand that I must use Tapestry in a responsible way and that any misuse will lead to my access being suspended.

## Keeping Safe

- I know that the school will monitor my use of Tapestry, particularly the comments and observations I make.
- I know that if we are informed that our copyright material [school photographs or videos] are seen on a social networking site, we will ask you to take it down and suspend your Tapestry access.
- I will use my own username and password which I will choose carefully so they cannot be guessed easily.
- I will not use any other person's username and password.
- I will ensure that my comments and observations are positive and celebrate my child's learning.
- I will ensure that any concerns or queries that I have will be taken to my child's teacher as usual and that I will not use Tapestry as a means of communicating with staff about routines and other issues.
- I will not save or print any photographs of groups of children and understand the importance of not sharing my access with anyone not officially granted access to Tapestry.
- I will follow the rules set out in this agreement. I will notify staff directly of any difficulties with my account and/or any concerns regarding uploading of photographs or videos.
- I will take immediate action in line with school policy if an issue arises that might compromise the safeguarding of children.

- I will log out securely every time I access Tapestry and close the window for extra safety.
- I will not share my username and password with anyone else and will seek to set up separate access for agreed relatives so that they have their own secure access.

### **Communicating**

- I will communicate online in a positive manner and tone, I will not use Tapestry inappropriately to share concerns about the classroom or children and will seek to speak directly with my child's teacher about such issues.
- I will only communicate my observations and comments regarding my child's progress and learning at home via Tapestry.
- I will not use chat and social networking sites to share any copyright material [school photos, observations, comments or videos].

### **Sharing**

- I will not save, copy, print or share any group photographs, without the express permission of the school and parents/carers as these are copyright of the school.
- Where work is protected by copyright [all school photographs and videos], I will not download or distribute copies (including photos and videos).
- I will only upload images/video, comments and observations of my child where it demonstrates progress and learning at home to complement my child's progress and learning in school. I will also ensure I have permission to upload any photographs/videos where they include other children/friends/relatives.

### **Problems**

- I will immediately report any misuse of Tapestry or inappropriate sharing of copyright images and videos, to the class teacher who will pass this onto the IT Leader.
- I will report any accidental uploading of images/videos of 'safeguarded' children directly to the class teacher for immediate removal.

I understand that these rules are in place to enable me to use Tapestry safely and that if I do not follow them that my access may be suspended. I agree to follow these rules when:

- I use school ICT systems at the school or at home
- I use my own/shared ICT outside of my home

## Tapestry Permission Slip

My child's full name is .....

*[Please tick relevant boxes!]*

I would like free access to my child's Learning Journey via the Tapestry website and give full consent to using photographs and videos of my child's learning solely on this website. I understand that only Parents/Carers of children in Nursery might see group photographs and videos that are uploaded.

**I DO NOT WISH TO HAVE ANY ACCESS TO TAPESTRY.**

Parent/Carer/Relative Full Name

Relationship to child

Signed

Date

Email address to be used for account:

.....

This agreement **MUST** be completed for every Tapestry user.