

## I Pad/Android Acceptable Use Policy

The policies, procedures and information within this document apply to all iPads, iPod Touches, Android tablets or any other IT handheld device used in pre-school.

### User Responsibilities

- The iPad/Android tablet screen is made of glass and is therefore subject to cracking and breaking if misused; never drop or place heavy objects (book, laptops etc) on top of the iPad/Android tablet.
- Users must use protective cases/covers for their iPad/Android tablet.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad/Android tablet screen.
- Do not subject the iPad/Android tablet to extremes of temperature.
- Do not store or leave unattended in vehicles.
- Ensure all iPads/Android tablet are returned to the office to ensure syncing and charging takes place.

### Safeguarding and Maintaining as an Academic Tool

- Users may not photograph any other person without that person's consent
- Photographs of children must be in line with Consent Letter Agreement.
- The whereabouts of the iPad/Android tablet should be known at all times.
- It is a user's responsibility to keep their iPad/Android tablet as safe and secure as possible.
- Pass codes can only be changed by the business manager.
- iPads/Android tablets must be returned to the locked filing cabinet at the end of each day.
- The iPad/Android tablet will need to be used to record children's learning journey using the Baby's days app. You must keep your PIN and password secret and ensure that there is a passcode on the device to prevent others seeing this data.
- You must not share, publish photographs or information relating to the children in the setting anywhere other than on Cornerstones' secure Baby's days Learning Journey, this includes online platforms, onto your own personal devices.
- You are encouraged to use the iPad/Android tablet with children during sessions if appropriate for their learning, however children must be supervised
- It is important that the iPad/tablets are only used on the Cornerstone Under 5s WiFi network as this has relevant protections in place and bars access to inappropriate content.
- The iPads/Android tablets should stay in the setting.
- Apps should only be downloaded by the Pre-School Leader/Business Manager unless they specifically delegate this task. Delegation can only be used for an individual application, not for general use.

### Prohibited Uses

- Images of other people may only be made with the permission of the person, or parents of the person, in the photograph (as stated on the parent/carers contract).
- All social media apps are forbidden. (If the pre-school run a Facebook page or Twitter profile, these should be restricted to use on office computers, not tablets Etc.
- The iPad/Android tablet is a pre-school tool designed to enhance practice. It is not for personal use e.g. Facebook or social networking sites and should stay in pre-school unless permission is given by the Business Manager or pre-school Leader.

### Lost, Damaged or stolen iPad

- If the iPad/Android tablet is lost, stolen or damaged, the Business Manager or Pre-school Leader must be informed immediately and the staff member will be liable for a replacement.

### Home Use.

- If staff need to work on learning journeys from home, permission from the business manager/pre-school leader should be sought so that the iPad/Android tablet is signed out and then back in.
- If staff need to take the iPad/Android tablet off site, the photographs (which are stored on memory cards within the device) will be transferred to a preschool computer, or the network, prior to this)



- Under no circumstances should the iPad/Android tablet be left/stored in your car
  - When working from the iPad/Android tablet at home you should only be on your own secure wifi network.
- Please read and sign below:

I have read, understand and agree to abide by the terms of the **iPad/Android devices Acceptable Use Policy.**

Name:

Signature:

Date:

**This policy was agreed at an Under 5s AGM meeting held on...14<sup>th</sup> May 2018..... (Date)**

**Signed on behalf of the preschool.....(Chair)**