

Ipad Policy

The nursery iPads are for the sole use of nursery staff for the purpose of work relating to nursery. They must not be used by any other persons or for personal reasons.

Security

Each iPad is protected by a six digit pass code. Staff must not change this code without prior authorisation and must not divulge this code to any other persons. Staff must ensure that they lock the screen or turn off the iPad in between use.

Storage

When not in use the iPads must be locked in the nursery safe. Staff must sign these out each day and ensure that they are signed back in. Senior staff must check that all iPads have been returned each evening and that they are securely stored. Each room is allocated two iPads. The iPads are not room specific and so staff can select any two each day. One additional iPad is for use in the office for staff room. The iPads must not leave the nursery without the express permission of the Nursery Business Manager. Staff must ensure that all programs have been logged out before returning the iPads to the office.

Usage

The iPads have been purchased for the use of Famly and to enable staff to take Photographs and videos of the children for use within the nursery. One iPad must be kept available within the room at all times for recording data onto Famly and the second iPad is available for photos, videos. The iPads are not for use by the children. Staff may show children the photos or videos that have been taken, however there are no other purposes for which the children should have access to the iPads.

The iPads must never be used for the purpose of games or videos. If there is deemed to be an educational purpose for an online game or video this must be utilised through the interactive screen.

No apps must be downloaded to the iPad without prior consent from the Nursery Business Manager.

Photographs and Videos

The iPads can be used to take photographs and videos of children for the use of displays, for use on family for Parental Involvement. In order to print photographs staff can connect the iPad straight to the PC or can email the photographs to their work email. Photographs must not be sent to personal emails under any circumstances. All photographs must be deleted off the iPad by the staff within the room before returning the iPad to the office. Staff must ensure they check photographic permissions prior to taking photographs of any children. Emails must also be deleted from the sent box and the trash folder.

Senior staff must check the iPads at the end of the day to ensure that all photos have been deleted. If you have failed to print your photos or upload them to Family before the end of your shift you will lose them.

Photographs can be emailed to parents or sent to the Parent Portal. Staff must ensure that photographs emailed to parents do not contain any other children (unless permission has been granted) and extra care must be taken to ensure that they are emailed to the correct person.

Home use

In certain circumstances the Nursery Business Manager may give permission for a member of staff to take the iPad home to continue nursery work. In this situation staff must abide by the following:

- Must keep the iPad in their possession at all times
- Must not use the iPad for any personal use
- Must not allow any other persons to use the iPad
- Must not give out the security details of the iPad
- Must ensure they follow the policy for Family if using these programs.
- iPads must only be connected to a wifi network that is secure.

Any damage to the iPads must be reported immediately.

End of day

It is the responsibility of the Room Leaders or managers to ensure that all photos and videos have been deleted from the iPad (including the recently deleted file) and that the iPads are locked away at the end of the day. Senior staff must make a record of any photographs or emails that have not been deleted by staff, so that this can be dealt with.

Any breach of this policy could result in disciplinary action.

This policy runs in conjunction with our Safeguarding and Mobile Phone Policy.

Internal use only

This policy was adopted on	June 22
Signed on behalf of the nursery	
Date disseminated to staff	
Date for review	June 23