3.2 ICT Policy

Heather Playgroup recognises the rapidly changing world of ICT and the role technology plays in our media rich environment. We believe ICT includes all current technologies in the world around young children today; it is therefore not just about computer use but includes everyday technologies such as mobile phones and washing machines, programmable toys and remote controls.

By creating opportunities to investigate, experience technology indoors and outside, children will learn for themselves whilst being taught skills/knowledge to enable them to build on what they know.

LINKS TO EYFS (from Birth to 5 Matters)

- Show an interest in ICT.
- Seek to acquire basic skills/turning on/operating.
- Know how to operate simple equipment –locality, intercom/pelican crossing etc.
- Complete a simple program
- Use ICT to perform simple functions
- Interact with age appropriate software/ programmable toys.
- Knows that information can be retrieved from a digital device.

AIMS

- To use ICT in all curriculum areas as a tool for learning
- To promote the children's enjoyment of ICT, building on their experience in everyday life as a basis for learning.
- To take into account issues relating to inclusion and to allow for differentiation with pupils that need additional help to access learning.
- To ensure the health and safety of pupils, staff and visitors with regard to using ICT
- To encourage children's collaboration when using ICT equipment.
- For ICT equipment to give the child control of what they are doing.
- To avoid stereotyping and violence
- To support the involvement of parents.

HEALTH AND SAFETY CONSIDERATIONS

- Computers and tablets need to be set at the right height so that the child can sit comfortably without putting strain on back, neck or arms.
- Children should be encouraged to have short turns at the computer or tablet so that they are not staring at the monitor for too long. We use a timer to enable children to self monitor their time and to take turns.

- Ensuring that children have clean hands when using the computer or tablet (being especially aware of sand, water and glue).
- Taking care that no liquids or paints spill onto the keyboard or tablet.
- Teaching awareness of electrical safety and keeping cables and sockets out of reach or covered.
- Keeping magnets away from the computers.
- Allowing only one child to operate the computer/tablet at one time.

USE OF ICT FOR MANAGEMENT OF THE GROUP

- Use ICT tools to improve efficiency of management and communication both within the playgroup and with external communities- e.g. – use e-mail and Famly to communicate with parents, committee and other agencies.
- Our web site is regularly updated.
- ICT is often used to produce displays and signs around the group. These will contain a mix of hand written and typed text to provide a rich variety of visual material for children.
- ICT is fundamental in the training programmes for staff.

USE OF FAMLY

Staff are permitted to access the Famly app on their own devices in order to update observations and assessments and to communicate with parents. Staff are responsible for ensuring appropriate security is in place – password/fingerprint protection; log out of app when not in use. This is to enable flexible working arrangements for key persons, however staff mobile phones should not be used during sessions when children are present without prior consent and a valid reason. (See below Use of Mobile Phones). Photos of children must not be taken or screensaved on personal mobile phones or tablets.

USE OF FACEBOOK

Heather Playgroup has a business listing page on Facebook to pass on information to parents about our activities and events and for marketing and advertising purposes.

- Playgroup will never publish names of children or photos of their faces on Facebook
- Our Facebook page is accessible to anyone with a Facebook account
- Users of the page and their comments are regularly monitored. Anyone found to be making inappropriate comments will be instantly blocked.
- If Management are in any doubt as to the suitability of a person, they will err on the side of caution and be blocked.

Use of Mobile Phones and Digital Photography Policy

Use of Mobile Phones

Staff may bring their own personal mobile phones into the setting for use in emergencies**. They are stored in the kitchen at all times.**

Duty Supervisor to carry a personal mobile phone on their person, or stored in a safe place (on tray unit or cupboard in the hall) TO BE USED IN AN EMERGENCY ONLY. This enables us to access the register on FAMLY in the event that a fire affects the electrical supply and/or wifi.

Mobile must be kept on silent mode, and not used to check/send/receive personal calls/messages whilst staff member is with the children.

In addition, staff working in the office may bring their phone outside for the purposes of a fire drill.

- Staff are asked not to make personal calls during their working hours. However, in urgent cases, a call may be made or accepted if deemed necessary and by arrangement with the daily Supervisor. This must take place in the kitchen, and staff must make adequate provision for their colleagues to cover supervision of children while they do this.
- The Playgroup landline number should be given to family members to use as an emergency contact number wherever possible
- Visitors may only use their phones in the kitchen or offsite.
- Occasionally it is appropriate to use a mobile phone for educational purposes, eg streaming music or sharing staff own photo. This must only be done with prior permission from the duty supervisor/manager and in full view of colleagues. Mobile phones to be returned to the kitchen after use.

Digital Photography

Policy Statement

Children have their photographs taken to provide evidence of their achievements for FAMLY Learning Journals and for display in and around the setting. Parental permission is requested for this. Staff, visitors, volunteers and students are not permitted to use their own mobile phones to take or record any images of children for their own records during session times.

Procedures

- Under the Data Protection Act 1998, the Playgroup must seek parental consent to take photographs and use video recorders. Photographs will be stored on the Playgroup's laptop and tablets, which are password protected. At the end of the academic year, these are deleted.
- The Playgroup digital cameras, memory cards and tablets must not leave the Playgroup unless pre-arranged with the Management team for the purposes of completing assessments (tablets only), or outings.
- Images are deleted from the tablets once shared on Famly.
- Often photographs may contain other children in the background.

- Events such as, Sports day, Outings, Christmas and Fundraising Events may be recorded by video and photographs by staff and parent/carers or a professional photographer, but always in full view of all attending.
- On occasion we might like to use photographs of the children taking part in an activity to advertise/promote our Playgroup, however in this instance specific parental permission for these events would be required.
- Children may not bring any digital camera toys/devices to the setting.

Cameras and mobile phones are prohibited in the toilet area.

Policy Updated September 2022

Policy Review Date September 2024

ICT Policy