



# SHANKLEA EYFS

## iPad and iPod Policy

Policy Control Details			
Date policy approved:	September 2020		
Prepared by:	Kay Laughton	Signature	Date
Approved for issue by:	Gareth Pearson	Signature	Date
Review period:	1 year		
Review required by:	September 2021		
Responsibility for review:	EYFS Manager		

## EYFS IPOD/IPAD USAGE POLICY

Development of modern technology means that IPODS and other mobile devices can now be used to effectively record and track children's learning. This policy sets out how staff will use these devices whilst keeping children safe.

We will ensure;

Only school IPODs and IPADs (devices) will be used to take photographs or video of children. All of these devices will be password protected. All parents will be asked to give parental consent to using photos in this way. Personal mobiles, cameras or video recorders cannot be used to record classroom activities. ONLY school property can be used for this.

Overnight the devices will be stored in a locked cupboard.

The recording application (Tapestry) used will allow next of kin to view observations and photos of children's work from their own device or computer. Parents will be invited through a secure system to see their own child's information and will be given a unique registration and password. Training will take place with parents on how to use this safely.

Support Staff will record photos and observations, and teaching staff will be responsible for reviewing these before allowing parental access. All staff will be made aware of any children who should not appear in photos due to parental consent or other factors.

Photographs and recordings can only be transferred to, and stored on a school computer to be printed. The Tapestry application can be accessed remotely, but staff will only download data or photographs onto school computers.

Data held in the Tapestry system is secure and encrypted and backed up externally several times throughout the day. More detail is available from the developers and has been reviewed by staff.

### **MONITORING and REVIEW**

It is the responsibility of the EYFS staff to follow this policy. The Senior Leadership Team will carry out monitoring on the EYFS as part of the whole school monitoring system.

This policy will be reviewed before the start of each academic year and will evolve to incorporate the views of all staff concerned.