



## **EYFS IPOD/IPAD USAGE POLICY**

Development of modern technology means that I Pads 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 locked in the classroom store cupboard.

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 sorted on a school computer to be printed. The Learning Journey application can be accessed remotely, but staff will only download data or photographs onto school computers.

### **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.

Date: 14<sup>th</sup> January 2017

Review date: January 2018

Senior member of staff responsible: Edward Masterson (Head Teacher)

Designated member of staff: Bethan Hill (Foundation stage manager)