**Hornbill School &
Treetops Setting**

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**Standard Operating Procedure
DCYP MOD Schools Early Years Settings
Standard Operating Procedure (SOP): Use of ipads in the EY Setting**

Written by: Anita Collins   Date written: 01/08/2021

                                                                      Reviewed Date: 24/08/2023

Review annually or if any changes are made to support practice.

Use of iPads in the EY Setting

Scope

iPads/tablets are a fantastic resource in the nursery setting, increasing productivity and providing endless possibilities for educational effectiveness for children and practitioners. iPads are used for the effective delivery of the EYFS educational curriculum, and for capturing care information about the children. The use of iPads/tablets significantly reduces paperwork and increases productivity across all areas of nursery operations, which is a huge benefit in providing more quality time for practitioners to interact with and observe children's learning.

It has been agreed that in the EY Setting there will be at least one iPad each, which will be assigned to them.

Rules of use

- iPads/tablets are only to be used for delivery of the EYFS curriculum, completing observations/assessments and/or daily reporting, unless otherwise discussed with the ICT coordinator and Setting Manager
- It is strictly prohibited to attempt to use setting iPads/tablets for personal use, particularly social networking sites or email
- EY Setting iPads/tablets must not leave the premises under any circumstances
- Any iPads/tablets owned by staff must be locked away whilst at work, just as a mobile phone or other recording device would be
- It is also strictly prohibited to attempt to share any personal information, photos or videos via the Internet to a personal device, email or cloud account
- Wifi will be enabled on the iPads/tablets to allow access to Learning Journals for observations or any other approved app as installed by MOD School IT Team. The Early Years Manager must approve any other educational websites or learning resources accessed via an iPad/tablet before use in the setting
- Any media content being played or streamed in the Early Years Setting must meet the approval of the Early Years Manager / Deputy Early Years Manager before being exposed to the children in the setting or parents in the setting/from home.
- No system settings are to be adjusted on any iPad/tablet device without the permission of the MoD School IT Team.

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- Staff members must sign out their assigned ipad at the beginning of the day and sign it back in at the end of their working day. The iPad must be replaced on change at the end of every working day.
- Any photos which are not used/ and any photos after they have been downloaded, must be deleted from the ipads they are stored on (and from the the delete folders too) at the end of the week as part of good housekeeping and MOD ICT Policy and Procedures.