

## IPad/ Electronic Acceptable Use Policy

The policies, procedures and information within this document applies to all iPads and any other IT handheld device used within Springboard Nursery.

### User Responsibilities

- The iPad/ tablet screen is made of glass and is therefore subject to cracking and breaking if misused; never drop or place heavy objects (book, laptops ect) on top of the iPad/ tablet.
- Users must use protective cases/ covers for their iPad/ tablet.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad/ tablet screen.

### Safeguarding

- Users may not photograph/ video any person without that person's parental consent.
- Photographs/ videos of children must be for observational/ display purposes.
- The whereabouts of the iPad/ tablet should be known at all times.
- It is user's responsibility to keep their iPad/ tablet as safe and secure as possible.
- Children may use the iPad/ tablets when supported by an adult - used to take photographs/ videos and participate in educational games e.g. jigsaws.

### Prohibited Uses

- The iPad/ tablet is a nursery tool designed to enhance best practice. It is not for personal use e.g. social media, messaging/ personal emails. The iPad/ tablet should stay in nursery unless permission is given by management.

### Lost, damaged, or stolen iPad/ tablet

- If the iPad/ tablet is lost, stolen or damaged, the owner of the nursery/ management needs to know ASAP.

**This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.**

Date: 01.09.2023