

ICT Policy and Procedure

ICT stands for 'information, and Communication and Technology'. This means ALL the technology around us.

At Chandlers Chatters we have a laptop that is used to support the children's development in Numeracy and Literacy skills using appropriate software. There are opportunities to practice their ICT skills.

Staff use a digital camera to record evidence for their key children, and we also use a laptop and a printer for Planning and general use.

We also have several V-Tech toys and equipment, torches, keyboards and phones, programmable and remote-control toys.

Keeping safe

Ensure children can see the screen without straining their necks, they should be looking straight ahead or slightly down at the screen NOT up.

Ensure children can put their feet flat.

Ensure the table has enough room to move the mouse and touch the keyboard.

Ensure all leads are out of the way and that extension leads are not stretched over children's play areas. If sockets do not have a plug, make sure they are fitted with safety plug.

Child should spend no more than 20 minutes at the computer.

Photographs

Parents sign permission slips for photos to be used in displays, within the setting and for our records. Parents can choose for the photos not to be used for anything else.

Staff agree that photos will not be used inappropriately and should not be used for anything other than putting in child's scrap book for their profile folder.

Photographs can ONLY be taken on the settings camera. Staff must NOT use their mobile phones to take pictures of children in the setting, unless using to put on facebook page, in this case ONLY the Manager can do so, and they must be deleted straight away and witnessed by a member of staff.

