2.4 Staff tablet policy

Staff will be issued a tablet to use to assist with their key children’s learning journeys. The Staff may only use the tablets within the setting.

Staff must not, use the tablet outside working hours and must be kept on the premise at all times, unless on an outing with the pre-school.

Staff must use the tablet for appropriate work app’s only and must not use them for social media or like websites.

Staff must not change the passwords to the tablet and managerial staff must always have access to the tablet.

Staff are responsible for keeping the tablet out of the reach of the children and keeping them in good working order. If the tablet is damaged through negligence, the staff member will be held responsible for replacing it like for like.

Staff are responsible for checking that their key children have parental consent to take photos. Staff will also be responsible for checking that their key children have parental permission for their learning journeys to be accessed online. The current site being used is Eylog.

Staff may not purchase anything using the tablet unless they have written permission from the manager.

Any inappropriate use of the tablet that could cause harm to the children, staff or damage the tablet will result in a written warning, or where appropriate dismissal.

With authorisation from management, Staff can use the tablet for pictures on ‘out and about’ visits.

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| This policy was adopted by | Hadleigh Parkside pre-school | *(name of provider)* |
| On | January 2024 | *(date)* |
| Date to be reviewed | January 2025 | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory | Chloe Bambridge | |
| Role | Manager | |