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Session times only

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43. Use of Technology

The setting uses tablets to instigate the use of the online journal system 'Tapestry'. The Tapestry system is a secure approved online site for retaining the EYFS journals. The tablets belong to and remain the property of MVNS.

Technology belonging to the nursery that may be use in the hall:

2x iPads

1x mobile phone. We do not have a landline at the hall so a mobile phone is necessary

Managers Laptop

Managers Amazon Fire Tablet

If stolen or lost Jo Mealey should be informed immediately. These tablets to be stored securely when the setting is not operating.

Safe and appropriate use of personal devices, wearable technology, mobile phones and cameras is always ensured. (See 5. Safeguarding Policy, 5.7 Online safety and technology for more details).

Tablets and phones are used during the setting open times.

Once stored on journals, photos are deleted from each device on a regular basis.

Devices are kept in a locked cupboard when the setting is closed.

The iPad and the phone are permitted to leave the site with the Manager and Deputy Manager only. Each iPad and the phone are password protected.

Off SITE VISITS/COMMUNICATION

This policy is intended for use when some children are taken away from the nursery site and other children remain at the setting. This would include, but not be restricted to, situations such as short village walks, posting letters, walking in the field, etc.

The lead member of staff will take a mobile phone, to be kept in a bag or pocket.

This phone will only be used in an emergency and/or the need to make contact with the setting.

The phone will NOT be used for taking photographs.

If the walks are in range, the setting will use the walkie talkies.