

## Use of i-Pads

### Policy statement

Wickham Montessori School uses a website-based system called My Montessori Child for administrative and record-keeping purposes, including taking the attendance register, making text-based and photographic records of children's activities, planning lessons, reviewing children's progress, and compiling statutory Department for Education reports. Data and photographs are uploaded into the My Montessori Child system by teachers using Internet-connected Apple iPads at the setting. Data and photographs stored remotely on My Montessori Child's online servers are protected by industry-standard Internet security procedures including encrypted transmission, passwords, access-device registration and physical protections.

### Procedures

- The system administrator of My Montessori Child who has access to the children's data and photographs on a need-to-know basis has been subject to an Enhanced Disclosure Criminal Records Bureau (CRB) now known as a DBS check, (Disclosure number 001382556238). My Montessori Child is registered in accordance with the Data Protection Act with the Information Commissioner's Office (Registration Z3311745).
- I-pads do not get removed from the setting
- The i-pads stored securely in the settings locked office at night. No iPad may be used in toilets or nappy-changing areas. Teachers must behave responsibly with iPads as pieces of delicate electrical equipment, protecting them from damage and ensuring they pose no physical risk to children in the setting.
- Photos stored on the iPad are never uploaded to any part of the Internet except to My Montessori Child. Even parent requests to e-mail photos from an iPad are always refused for security reasons.

### iPad Restrictions

All iPads used in the setting have PIN-protected 'Restrictions' on web content and apps.

In Settings > General > Restrictions, these settings are used:

- Facetime, Installing apps and Deleting apps are OFF  
Allowed Content is restricted (using United Kingdom ratings) as follows: 'Clean' Music & Podcasts, 'U'-certificate films, 'CAUTION' TV Shows, 'Restricted' Books, and '4+' Apps

In-App purchases are 'OFF', and Require Password is set to 'Immediately'

- In the Games Centre, Multiplayer Games and Adding Friends are set to 'Off'.

- I pads must not be used for personal use at any time.

## **Safeguarding**

Any teacher has a right to challenge any other teacher regarding their iPad use and is obligated to report any concern immediately to the setting Safeguarding Officer/manger. At the discretion of the Safeguarding Officer/manager, the suspected teacher may be required to leave the setting immediately and their iPad retained for further investigation. For more information, please refer to the setting's Safeguarding Policy. At no time shall a teacher use the school iPad to access the internet.