

Use of i-Pads

Policy statement

Wickham Montessori School uses a website-based system called Tapestry 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 Tapestry system by teachers using Internet-connected Apple iPads at the setting. Data, photographs and videos stored remotely on Tapestry'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 Tapestry 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**.
- I-pads do not get removed from the setting.
- The I-pads are 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 Tapestry, unless permission has been given to use pictures for the nursery web-site, Facebook or Instagram.
- Even parent requests to e-mail photos from an iPad are always refused for security reasons.

iPad Restrictions

- I Pads used in the setting are not to be used for personal use and must not be connected to the internet unless for school use.
- 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 I-Pad retained for further investigation. For more information, please refer to the setting's Safeguarding Policy.