



Use and Storage of Photographs on Tablets/Phone Policy

Statement of intent

We use tablets extensively at Child's Play. Each member of staff has a tablet which they use to take photographs and make observations and assessments relating to each child in their online learning journeys (Tapestry). This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. This Policy deals with how we use, store and delete these photo's on our electronic devices.

Security procedures - Tablets

- All tablets are pin protected.
- All tablets have an SD card – all photo's are stored on this card and not on the tablet.
- All tablets have the following Apps installed which we use in pre-school – Tapestry; Twitter; Dropbox; Tesco photo. All are password/pin protected.
- At the end of each working day staff must remove the SD card from their tablet and store it in the SD storage wallet. Each member of staff has a named slot for their SD card. This wallet is stored in the stationery trolley, which is stored in the main cupboard – away from any tablets.
- Staff may then take their tablets home. Tapestry can be accessed from home and does not require the SD card. Child's Play's Insurance covers the tablets while away from the setting.
- If staff do not wish to take their tablet home they must still remove the SD card as above, switch off the tablet and give it to Thea (or Deputy Manager). Tablets left at pre-school are to be stored either in the main cupboard or the small lockable cupboard. They should not be stored in the same location as the SD cards.
- The diary must be signed at the end of each day to confirm safe storage of the SD card in the wallet and again the following morning to confirm the SD card has been removed from the storage wallet and input to the tablet.
- If a member of staff wishes to take their SD card home to work on, this must be recorded in the diary.
- Photo's must be deleted regularly from the SD card. Once a photo has been uploaded to Tapestry it should be deleted. Photo's required for scrapbooks (no more than one per child per week) are uploaded to Tesco photo for printing every half term; once the prints are received the photo's should be deleted from the SD card. No photo's should therefore remain on the SD card for longer than half a term.

Chromebook

- The chromebook is used for deeper analysis of children's Tapestry files during paperwork sessions, using the Tapestry website (as opposed to the App which is just for inputting observations).
- The chromebook is password protected.
- No information is stored on the chromebook, it is purely for accessing the internet.
- At the end of each use, the chromebook must be closed down fully.
- The chromebook is to be stored in either the main cupboard or the small lockable cupboard, but not in the same location as any tablets.

Mobile phone

- The phone is a means for parents to contact us and for us to contact parents, especially while we are out – e.g at Forest School. It therefore contains contact numbers for parents.
- Photos taken for Tapestry are deleted as soon as the Tapestry entry is completed.
- If a photo is needed for scrapbooks, it is added to Dropbox and deleted from the phone memory.
- It is switched off every day and stored in the stationery trolley (which is to be stored in the main cupboard – even when the hall is left set up).

This policy was adopted at a meeting of	<u>Child's Play Pre-school</u>	name of setting
Held on (date)	<u>12/10/17</u>	
Signed on behalf of the Proprietor	<u></u>	
Role of signatory	<u></u>	
This policy was reviewed on	<u></u>	(date)
<i>continue as necessary</i>	<u></u>	(date)