



Brenchley Pre-School Limited

Tapestry Policy

Use of Pre-School Technology Devices by Staff Policy

Statement of intent

Brenchley Preschool Limited aims to ensure that all staff act responsibly when using devices supplied by the preschool to access online learning journeys and the internet

Brenchley Pre-School Limited will:-

- Supply devices that can be used by staff to access online Learning Journeys
- Ensure that devices are stored securely when the setting closed
- Ensure that staff can only log into their key children's learning journey away from the setting
- Regularly check the history of devices

Staff will

- Only use devices supplied by the preschool for their intended use and in line with their role as an employee of Brenchley Pre-School Limited.
- Not download any images to personal computers/tablets/mobile phones
- Not use devices for personal use
- Not allow family members to use devices
- Not share any information stored with anyone other than the Manager and the staff
- Ensure that log in details remain confidential to themselves and the Manager only.
- Ensure that they are logged out when not in use
- Delete images stored on the device as soon as they have been added to Learning Journey
- Be able to use each other's devices in the setting and have regard for the Whistleblowing policy if they have reason to believe misuse has occurred.
- Immediately report the loss or damage of any device

This policy cross references to the following policies : Safeguarding, Confidentiality and Record Keeping, Mobile, Smart Technology and Social Media Policy

This Policy was reviewed at a Management Meeting held on Friday 1st September 2023

A handwritten signature in black ink, appearing to read 'Victoria Relle'.

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Mrs Victoria Relle - Chairman of Brenchley Pre-School Limited