



ICT POLICY

Member of staff responsible	Caroline McKellar
Committee member responsible	Steph Gattenby (Chair)
Date agreed with staff	
Date agreed at Committee	
Signed on behalf of Committee	
Print name & date	
Frequency of policy review	Biennial
Date next review due	February 2012

Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	February 2010	Checked against PSLA guidelines
1.1	February 2010	Small amendment

Policy statement

At Lydiard Millicent Pre-school, we want children to understand that Information and Communication Technology (ICT) is an integral part of everyday life and to be confident in using ICT. Staff and Committee members also use ICT to ensure the smooth running of the Pre-school.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

Children and ICT

Children are encouraged to view ICT as a natural strand in their learning and play. The computer, remote control toys and other items such as electronic keyboards are routinely available for children to explore and experiment with.

Health & Safety

Children are taught how to handle technical equipment safely and correctly. This includes, for example, how to turn the computer on and off, how to carry electronic items safely and how to increase/decrease volume. As with all resources in the Pre-school, children are made aware of the need to treat ICT items with respect and are made aware that this equipment may not be as robust as others.

Administrative use of ICT

Administrative records are all password protected to prevent unauthorised access to information. Wherever possible, e-mail and electronic communication is used instead of paper based systems.

Planning and recording

Termly plans for individual children are held on their Keyworker's home computer. These plans do not contain personal information about children or photographs and, where possible, are also password protected.

Internet use

There is no current access to the Internet in the Pre-school room.