



(Charity No: 1023883)

Laptop & Equipment Policy

LAPTOPS

The pre-school has two laptops for the children to use during their sessions. The children are actively encouraged to use the software to develop their technological abilities and confidence. The children are supervised during their time on the computer.

INTERNET ACCESS

We do not have internet access due to the nature of the building we are currently using.

Accessing the internet using the pre-schools laptops is not permitted.

SOFTWARE

Only software approved by the team leader/assistant team leader may be loaded on to the pre-schools laptops.

Due to the risk of unapproved software or unsuitable information being intentionally or unintentionally loaded on to the computer the use of the laptop by the staff for personal reasons is not recommended. If someone should require the use of the computer then they must understand that their position may be at risk should any unapproved data be loaded onto the pre-schools computer. With this in mind the staff member must inform an officer of the committee of their intention to use the laptop.

The equipment owned by the pre-school is exclusively for the children under the care of Barton-le-clay pre-school. The equipment is selected specifically to meet their requirements.

With the exception of the laptop, pre-school equipment must remain on the premises at all times. This will ensure that regular maintenance checks may be carried out. This will also help to reduce the risk of accidental damage.

Inappropriate use of the pre-schools equipment is considered an act of gross misconduct and if deemed necessary the relevant authority will be contacted.