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**BRAMBLES CHILDCARE CIO**

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| **POLICY TITLE:** | **USE OF PERSONAL TECHNOLOGY** |

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| **POLICY REFERENCE:** | **BRAM33** |
| **Issue Number:** | **02** |

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| **2020-2021** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

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| **2021-2022** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

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| **2022-2023** | **NAME** | **TITLE** |
| **Brambles Manager** |  |  |
| **Committee Member** |  |  |

Policy to be reviewed and signed annually (see above). Policy to be re-issued 3 yearly or when changes are required. Whichever occurs first.

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| **Issue Date:** | **OCT 2020** |
| **Review Date:** | **OCT 2023** |

Brambles Childcare recognises that technology is an integral part of some children’s lives and they use mobile phones, tablets and other devices as part of their play.

It is our intention to provide an environment in which children can safely use these devices but at the same time other children, parents and staff are safe from unwanted images being shown or recorded and inappropriately used.

Aim

Our aim is to:

Have a clear policy on the acceptable use of technology by children that is understood and adhered to by all parties concerned without exception.

Brambles Childcare allows children to bring technology into the setting. With this privilege comes the responsibility that the children will act in an appropriate manner and in accordance with the following guidelines:

* Users bringing personal devices into the club must ensure there are no inappropriate or illegal content on the device.
* Children must ask a member of staff before using any devices.
* Use of devices will only be acceptable during free play sessions.
* Children must not take photos or images of others.
* Staff will discuss with the child what the expected behaviour is whilst using the device.

This will include but is not limited to:

* Not playing offensive music
* Not showing offensive images
* Not accessing terrorist or extremist material
* Only watching age appropriate clips
* Only playing age appropriate games

Failure to follow these guidelines will result in permission to use the device being withdrawn.

Brambles Childcare reserves the right to check the image contents of any device should there be any cause for concern over the appropriate use of it.

Should inappropriate material be found then we will follow our safeguarding procedures.

Concerns will be taken seriously, logged and investigated appropriately.

All devices are brought into the club at the owner’s risk. Brambles Childcare takes no responsibility for lost/stolen or damaged equipment.

**version History**

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| Issue No | Significant changes from previous version | Author | Date |
| *02* | *Adopted on to new template* | *R Russell* | *05/10/2020* |
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