

Staff iPad and Tapestry Policy



iPads are to be used to support the smooth running of the preschool and to aid children's learning.

1. The iPad remains the property of Happy Faces Preschool
2. The iPad will need to be used to record children's learning journey using the Tapestry app. You must keep your PIN and password secret and ensure that there is a passcode on the device to prevent others seeing this data.
3. Pictures of children taken on the iPad should be taken directly in tapestry or, if taken using the camera on the device, uploaded to Tapestry as soon as possible and then deleted.
4. You must not share, publish photographs or information relating to the children in the setting anywhere other than on Happy Faces' secure Tapestry Learning Journey, this includes online platforms, onto your own personal devices or printing hard copies which will not be kept in the setting.
5. You are encouraged to use the iPad with children during sessions if appropriate for their learning, however children must be supervised.
6. The ipads should stay in the setting. If staff need to work on learning journeys from home, permission from the manager should be sought and all photographs of the setting removed from the device before leaving the premises.
7. Should any fault or breakage occur please inform the preschool manager as soon as possible so that they may undertake any necessary repairs.

