

STANDARD OPERATING PROCEDURES



Ministry
of Defence

Defence Children Services
Building 183, Trenchard Lines,
UPAVON, SN9 6BE
Tel: 01980 618710
E-mail: RC-DCS-HQ-Mailbox@mod.gov.uk

**SOP_07_2024_EY_Use of Ipad
in EY settings**

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1. Introduction

This SOP outlines the regulations for use of MOD Schools issues iPads in DCS EY Settings

2. Context

- iPads are a fantastic resource in the Early Years Setting, increasing productivity and providing endless possibilities for educational effectiveness for children and practitioners. iPads are used for the effective delivery of the EYFS educational curriculum, and for capturing care information about the young child. The use of iPads/tablets significantly reduces bureaucracy and increases productivity across all areas of Early Years operations, which is a huge benefit in providing more quality time for practitioners to interact with and observe young children's learning.
- It has been agreed that in the Early Years Setting there will be at least one iPad between two practitioners which will be assigned to them.

3. Scope

- This SOP will take effect from 14th October 2024 for all DCS EY locations, DCS EY Personnel and Contractors

4. Rules of use

- iPads/tablets are only to be used for delivery of the EYFS curriculum, completing observations/assessments and/or daily reporting, unless otherwise discussed with the ICT Champion in the school and the Early Years Manager
- It is strictly prohibited to attempt to use Early Years iPads for personal use, particularly social networking sites or email
- EY Setting iPads must not leave the premises under any circumstances
- Any iPads owned by staff must be locked away whilst at work, just as a mobile phone or other recording device would be
- It is also strictly prohibited to attempt to share any personal information, photos or videos via the Internet to a personal device, email or cloud account
- Wifi will be enabled on the iPads/tablets to allow access to Learning Journals (such as the Family App) for observations or any other approved app as installed by DCS School IT Team. The Early Years Manager must apply to the software panel for any software that they deem necessary for the setting.
- Any media content being played or streamed in the Early Years Setting must meet the approval of the Early Years Manager/Deputy Early Years Manager before being shown to the children in the setting.
- No system settings are to be adjusted on any iPad/tablet device without the permission of the DCS ICT Team.
- Staff members must sign out their assigned iPad at the beginning of the day and sign it back in at the end of their working day. The iPad must be replaced on change at the end of every working day.

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- Any photos which are not used/ and any photos after they have been downloaded, must be deleted from the ipads that they are stored on (and from the delete folders too) at the end of the week as part of good housekeeping and the DCS Directive.

5. Responsible persons

- Early Years manager holds overall responsibility for correct usage and storage of Ipads
- All staff are responsible for correct usage of Ipads through daily activity
- All staff are responsible fo reporting misuse of MODSchools it exuipment.