

## **Using 1:1 iPads, PCs or Chromebooks with children in school**

### **Lockdown Edition KS1**

*(A summary of our school's ICT policy)*

**1. 1:1 Devices (iPads and Laptops) should NOT be used during break and lunchtime unless a teacher/TA has specifically given permission and for school work only. The use would then need to be monitored as if in lesson time.**

- Games should not be played on devices during break and lunch time. Children need a break from screen time.
- Devices should be kept in a safe place in the classroom and kept away from food and play that could affect them.

**2. When using 1:1 devices with the children:**

- Ensure they are using their own log in details where necessary.
- Remind pupils regularly of importance of not sharing log in details with each other. (Bug Club — someone could use up all of your coins)
- Praise children who let you know if they find a device that is still logged in.
- When and if the opportunity arises, reinforce the expectation that online behaviour is the same as behaviour in school. We are kind and friendly.
- Be aware that if children are taking photos, they let the person know and they do not take the devices into the changing/toilet area.

**3. End of session/day – Children need to log out of ALL websites that they have logged in to.**

- Remind pupils to log out correctly and to not just close down the browser.
- Support pupils who are still unsure of this process.

**4. Teacher/TA collects devices and checks they are all logged out.**

- Check the photos app and delete any photos taken that day that are no longer required.
- If you find an app/website that seems to hold the log in information, contact L Earl or [support@openair.systems](mailto:support@openair.systems) asap so that it can be looked into.
- Devices should be cleaned and stored securely until the next day.