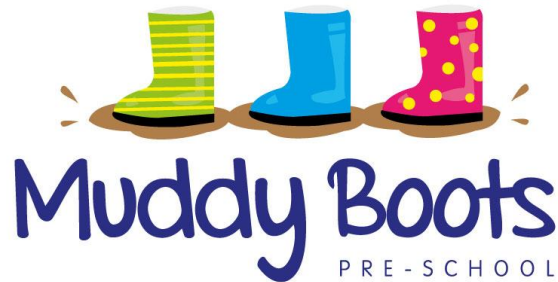


Muddy Boots Pre-School CIO

Information and Records – I.C.T



Review Date:	SEE COMMITTEE POLICY REVIEW SCHEDULE
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Information and Records

I.C.T

Muddy Boots Pre-school recognises the rapidly changing world of ICT and the role technology plays in our media rich environment.

Policy statement

We believe ICT includes all current technologies in the world around young children today; it is therefore not just about computer use but includes everyday technologies such as answer phones and washing machines, programmable toys and remote controls as well as other technological tools such as digital cameras, laminators and scanners.

By creating opportunities to investigate try/trial and experience technology in the home, pre-school, community and outside environment, children will learn for themselves whilst being taught skills/knowledge to enable them to build on what they know.

By carefully planning our play areas to reflect the world in which we live, children will, through play, gain experience and understanding of ICT.

Staff and committee members will ensure that all equipment is fit for purpose and is checked regularly for its suitability within the setting – please refer to our E Safety policy for more information.

Procedure

- A learning environment that encourages and enables children's spontaneous use of ICT.
- Seek to acquire basic skills/turning on role play washing machine etc./operating
- Use ICT to perform simple functions/CD player, etc.
- Use mouse/keyboard – interact with appropriate software/programmable toys.

Each family has an 'All About Me' book in which we ask about the child's use of ICT:

1. ICT is a tool for learning.
2. Technology is part of children's worlds and a relevant learning includes investigating technology as well as using technology.
3. Working in partnership with parents is vital for enriching children's experiences with appropriate technology both at home and pre-school. We believe this partnership is a two way process that we can all learn from for the benefit of the children.
4. ICT is more than computers and their experiences of ICT in everyday life are used as a basis for learning.
5. Children need to be in control and to use technology independently.
6. Technology needs to be appropriate and accessible for young children.
7. Children can be confident users of technology for inside and outdoor learning.
8. We ask parents to complete a consent form for their children to use ICT in everyday life; this includes all areas of ICT products and storing of images and internet use.
9. We update information for parents to use at home as well as the pre-school.
10. Children can access the internet e.g. Cbeebies and they are always supervised by members of staff.

Aims

Our aims in teaching and providing opportunities for Information and Communication Technology (ICT) are:

- Promote the children's enjoyment of ICT, building on their experience in everyday life as a basis for learning.
- Evaluate resources and update and add to them as necessary.
- Undertake ICT training and opportunities for all staff.
- To take into account issues relating to inclusion and to allow for differentiation with children that need additional help to access learning.
- Be aware of current developments in ICT.
- Use initiative from authorities and other bodies to support ICT in the pre-school.
- To ensure the health and safety of pupils, staff and visitors with regard to using ICT.
- To encourage children to work collaboratively, sharing knowledge, skills and enjoyment.
- To develop a skills-based approach to computer use; which puts the child in control of the equipment rather than the other way round.
- To encourage children and staff to use the Internet to gain knowledge and support learning.
- To use technology as a means of additional communication with families and the community.

Access to ICT

In the pre-school:

- An area which has an iPad (with access supervised at all times).
- CD player and cassette player with headphones, which children can operate independently.
- Non-functioning pieces of technology which children use for role play.

Children also have access to:

- Role play toys: microwave/blender/mixer/hoover/iron.
- Bee Bot resources.
- Programmable toys.
- TV/video/DVD player.
- iPad