LITTLE SPONGES MONTESSORI
USE OF IPADS

My Montessori Child
Little Sponges uses a website-based system called My Montessori Child for administrative and record-keeping purposes, including taking the attendance register, making text-based and photographic records of children's activities, recording contact information, planning lessons, reviewing children's progress and compiling statutory Department for Education reports. Text, data and photographs are uploaded to My Montessori Child servers by teachers using Internet-connected Apple iPads within the setting. Text, data and photographs are stored remotely on My Montessori Child's online servers and are protected by industry-standard Internet security procedures including encrypted transmission, teacher-access PINs, access-device registration and physical protections. (Further details about system security are shown on the My Montessori Child teachers' website under Children> Help > System security.)

The system administrator of My Montessori Child, who has access to the children's data and photographs on a need-to-know basis, has been subject to an Enhanced Disclosure. My Montessori Child is registered in accordance with the Data Protection Act with the Information Commissioner's Office (Registration Z3311745).

Physical storage of photos on iPads
The system is designed so that text, data and photographs are saved directly to My Montessori Child's remote, secure web servers. This means that no photos nor any text or data are stored on the iPad itself. Because an iPad may separately be used as a digital camera, before an iPad is removed from the setting, it is checked by the Headteacher for any stored photographs and these are cleared from the device's memory so that there is no risk of unauthorised access to photographs taken in the setting if the iPad were lost or stolen. Teachers must inform the Headteacher in advance when they plan to remove an iPad from the setting so that this check can be made. When an iPad is returned to the setting, it is also checked by the Headteacher for any new content including stored photographs, web browsing content or other material not relevant to the setting, all of which is deleted before the iPad may be used again with the setting.

Physical location of iPads in the setting
When not in use the iPads are stored securely in the setting's locked office. No iPad may be used in toilets or nappy changing areas without at least two teachers being present. Teachers must behave responsibly with iPads as pieces of delicate electrical equipment, protecting them from damage and ensuring they pose no physical risk to the children.

Uploading of photos to the Internet
Photos taken with the iPad are never uploaded to any part of the Internet except to My Montessori Child's secure servers. For example, no photo of any child or group of children on the iPad may be e-mailed, posted to Facebook, tweeted on Twitter, or pinned to Pinterest. Parent requests to e-mail photos from an iPad are always refused for security reasons. In order to ensure that no photos are being uploaded, e-mail 'sent' lists and web histories on the iPad are never cleared so that they may be checked by a Headteacher.

iPad Restrictions

All iPads used in the setting have PIN-protected 'Restrictions' on what web content, applications and functions may be used. Specifically, in Settings>General>Restrictions, the following restrictions are applied:

- Facetime (an Apple video-phoning program similar to Skype) is 'Off'
- In-App Purchases in 'Off'
- Allowed Content is set (using UK ratings) as follows: 'Clean' Music & Podcasts, 'U'-certificate movies, 'CAUTION' TV Shows, 'Restricted' Books, and '4+' Apps
- Require Password is set to 'Immediately'
- In the Game Centre section, Multiplayer Gamers and Adding Friends are 'Off'.

Safeguarding

Any teacher has a right to challenge any other teacher regarding their iPad use and is obligated to report any concern immediately to the setting's Designated Safeguarding Lead. At the discretion of the Designated Safeguarding Lead, the suspected teacher may be required to leave the setting immediately and the iPad they were using may be retained for investigation.