



## **Cairndow Community Childcare Ltd Policy No.21 ICT Policy**

This policy was drawn up in consultation with *committee and staff* of Cairndow Community Childcare.

### **Rationale**

ICT influences all our lives, so many everyday things are controlled to some extent by computers e.g. going shopping, bank autotellers, setting a video, using a microwave etc.

The use of ICT is growing all the time, our children need to become familiar with this, not so much how it works but how it can help and support their learning. More and more toys also have elements of ICT, such as radio controlled and programmable toys and electronic 'pets'.

ICT is a part of children's daily lives.

The earlier they are introduced to the concept the more comfortable they will be using it.

### **Aims**

- To create a climate within the establishment in which staff and children become comfortable and confident with ICT and its' uses
- To ensure staff are aware of the software available and its' best use
- Staff training will be available to gain the skills and knowledge of how to extend the children's interest
- Staff become comfortable in using ICT themselves for record keeping, observations, forward planning and in communicating with the children's parents/carers
- Children will engage positively in imaginative, active learning

### **Programmes of Study**

In their forward planning the staff should look for ways in which ICT can be incorporated into all areas of the curriculum.

The play activities should include some aspect of it e.g. using the telephone in the 'home corner' etc.

A time for working on the computer, on related software, should be regularly incorporated into the daily routine.

At this stage the children will use software appropriate to their age and needs and if possible related to the themes planned.

They will become familiar with the main computer terminology, such as monitor, keyboard, mouse, disc and become comfortable when using the mouse and some of the main keys on the keyboard.

### **Using The Internet**

The Internet is a huge network of computers making a worldwide community, with millions of members, providing a vast store of information with great

possibilities for education. This establishment will offer supervised and controlled access to the Internet when it is appropriate.

In the pre-school setting it is possible to extend the learning of young children by using the many resources available on the Internet. However this establishment is committed to ensuring the safety of young children whilst accessing the Internet. In order to do this we will follow these procedures:

- Permission is gained from all parents/carers before a child is allowed to access the Internet.
- The Internet is only used when a member of staff is present.
- All websites that may be used by the children have been identified and examined by a member of staff or have been recommended by the authority.
- The guidelines issued by the Argyll and Bute in Standard Circular 1.18 are closely followed.

### **Developing Informed Attitudes**

In 'themed' work every opportunity should be taken to highlight when computers/ICT are being used in society and why.

### **Equal Opportunities**

All children should have the same opportunity for learning no matter their gender, race or ability.

They should also be made aware of the fact that jobs related to ICT are undertaken by both males and females.

### **Resources**

In this establishment there is

*Mac computer*

*Desk top Pc,*

*CD/Cassette player,*

*TV/ video recorder*

*Mobile telephone*

*Pay phone*

*Walk about phone*

*Photocopier.*

### **Monitoring and Review**

The work in ICT will be reviewed regularly and the policy reviewed when the Scottish Executive Education Department publish their National Strategy for ICT in Pre-5 establishments.