



IT Policy 2024-2025

Bedford Kindergarten

1. Purpose

This IT policy ensures the effective and responsible use of technology, including the 4K screens installed in each classroom, to enhance teaching and learning while safeguarding the wellbeing of students and staff.

2. Scope

The policy applies to all staff, students, and visitors using IT resources within Bedford Kindergarten, including the classroom 4K screens.

3. Objectives

- To support interactive and engaging learning experiences.
- To maintain the safety, privacy, and security of all users.
- To ensure all digital resources align with Qatari values, culture, and the Early Years Foundation Stage (EYFS) curriculum.

4. Responsibilities

- **IT Administrator:** Ensure the 4K screens and associated technology are fully functional and secure.
- **Teachers:** Use the screens responsibly to enhance learning, ensure content appropriateness, and supervise their use.
- **Students:** Use the screens respectfully under teacher guidance.
- **Parents/Guardians:** Support the school's IT guidelines by reinforcing responsible digital behavior at home.

5. Usage Guidelines

- Screens are to be used exclusively for educational purposes, aligned with the EYFS curriculum.

OUR VISION –

Nurture the Tiny Minds; Cherish the Future.

Our vision is to create a nurturing environment where young minds are cherished, cultivated, and prepared for a promising future. We believe in the potential of every child and are committed to providing the support and opportunities they need to thrive.

- Content displayed on the screens must be pre-approved, age-appropriate, and free of any material contradicting Qatari values and culture.
- Access to the screens and digital content is strictly supervised by teachers.
- Use of external devices (e.g., USB drives) requires prior approval from the Principal and the IT administrator.

6. Security Measures

- All devices connected to the 4K screens are equipped with updated antivirus software and firewalls.
- Only authorized staff can install or modify software on devices connected to the screens.

7. Maintenance

- The suppliers conduct regular checks to ensure screens and connected devices are functioning optimally.
- Teachers must report any technical issues immediately to the IT Administrator.
- Annual reviews are conducted to update hardware and software as needed.

8. Privacy and Data Protection

- No personal data of students, staff, or parents is to be displayed on the screens.
- Teachers and staff must adhere to the school's data protection policies when using digital tools.

9. Training

- Staff will receive periodic training on using the 4K screens and integrating them into the curriculum.
- IT training sessions will include safety protocols, troubleshooting basics, and best practices for educational technology.

10. Prohibited Activities

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- Displaying unauthorized, offensive, or culturally inappropriate content.
- Allowing students unsupervised access to devices connected to the screens.
- Using the screens for non-educational or personal purposes.

11. Monitoring and Compliance

- The IT Administrator will monitor the use of the 4K screens to ensure compliance with this policy.
- Violations of this policy may result in disciplinary actions in line with the school's code of conduct.

12. Review and Updates

This policy will be reviewed annually to ensure it remains relevant and effective in meeting educational and technological needs.

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