

PURPOSE AND PROCEDURE FOR USING TECHNOLOGY WITH YOUNG CHILDREN

PURPOSE:

In order to maximize learning to the fullest extent possible, education staff and parents working with children in an educational setting need to consider how technology will be used. The following policy is to be used as a guide for selecting computer hardware and software as a tool to be used when developing individualized curriculum.

POLICY:

1. Selecting Children's Software
Parents and staff selecting children's software should consider the age and developmental range of the child or children who will be using the software. Application for children with disabilities should be taken into consideration. All software proposed for use in the classroom must be reviewed and approved by the Education Supervisor for content and appropriateness.

2. Selecting hardware and furniture
Parents and staff considering hardware (i.e., mouse, screens, adaptations, photo equipment, printers) need to consider the appropriateness of use for pre-school children, as well as, the cost of maintaining the equipment. Printer cartridges and other replaceable components should be considered in the center budget as a yearly expense. Furniture must be ergonomically correct for the children, ensuring that computer-type tables or stations are used. Furniture must be properly adjusted so that monitor height, table height and keyboard or mouse positioning are appropriate for healthy use to avoid body and eye strain.

3. Approval process
All requests for hardware, software and furniture from centers must be submitted to the Education Supervisor and Information Systems Director for approval prior to purchase. Requests for training, installation and set-up will be coordinated by the Information Systems Director.