

Kids Education & Recreation

Policy and Procedure for Employee Software and Tablet/Computer Use

All tablets, computers, and software should be used for Kids Education and Recreation business purposes only, during your scheduled work hours.

Your entry code is 1062. This will allow you access to your approved software.

The tablet and holster will be assigned to you/your room and should be kept with you as you, and your classroom move throughout the center.

The tablet should be cleaned/wiped with your classroom cleaner (green bottle) using a soft cloth. Cleaners should never be sprayed directly on the device.

While each device has a protective case, you should assure it is safely cared for.

Each device should be returned, stored, and charged in the office at the end of your shift and taken to the classroom at the start of the work day.

The ProCare Engage app and software should be used to share general daily student information, and activities with the child's approved family members. Pictures may only be shared with the specific child's family. Other children should not be included in the picture as some children do not have a photo release consent.

ProCare Engage should be used for general daily communication. It should not be used for conversations and information sharing that should be scheduled for a face to face meeting with a parent. When you are creating your class calendrers or if you are writing a brief message to a parent be sure it is professional, and use proper grammar, and spelling. The ProCare Engage app includes spell check which should be on and used to assure accuracy.

If you notice any damage or if the tablet is not working please let the office know at the time of the incident.

As a reminder all student information should remain confidential.

The ProCare Engage app will be used throughout the day for the following-

- Student check in and check out
- Change of diapers
- Bathroom
- Meals, snacks, and bottles
- Naptime
- Pictures
- Note- Student need more diapers
- Observation
- Mood
- Academics
- Supplies

Software will be used only in accordance with its license agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes by the software manager or designated department, is a violation of copyright law. In addition to violating copyright law, unauthorized duplication of software is contrary to (organization's) standards of conduct.

I understand that violation of any above policies may result in disciplinary action.

Employee Signature

Date

September 09, 2020