

**HEAD START/ EARLY HEAD START POLICY & PROCEDURES FOR:
Electronic Device Use in the Classroom :**

1.0 SCOPE: Electronic Device Usage in the Classroom:

Texas Health and Human Services Minimum Standards for Child-Care Centers & CFOC 2.2.03 Screen Time /Digital Media Use

2.0 Responsibility:

- 2.1 Head Start / Early Head Start Education/Disability Consultants
- 2.2 ESC/ISD Head Start / Early Head Start Staff

3.0 Resources:

- 3.1 Caring for Our Children, 4th edition, (CFOC)
- 3.2 Texas Health and Human Services (THHS) Minimum Standards for Child-Care Centers, Subchapter M.

4.0 Procedures:

- 4.1 Digital media and devices including, but not limited to iPads, tablets, mobile phones or video players should not be used with children during meal or snack times, or during nap/rest times.
- 4.2 Tablets and iPads may be used to play restful music during nap/rest times or at other music & movement times during the daily routine.
- 4.3 HS/ EHS Teachers and HS/ EHS Program aides will Supervise children at all times, as specified in §746.1205 of the THHS Child care Minimum Standards.
- 4.4 In Head Start classrooms the use of smart boards and electronic devices as listed above in 4.1 should be limited to instructional times only, for not more than 45 minutes per day.
- 4.5 For infant classrooms where there are three caregivers present during the day, one staff member will be allowed to step into the computer area to work or use an iPad to work on administrative work related activities during times when many infants are sleeping and the others are being cared for by the other two staff members.
- 4.6 During the nap /rest times, for toddler & Head Start classrooms one staff member will be allowed to position himself/herself in an area of the classroom that allows for full view of the children and will be allowed to use the I-Pad, or tablet during this time for work related activities and entry of information, while consistently being aware of his/her surroundings and visually scanning the classroom and children.

4.7 Use of the I-Pad or tablet that include the following purposes:

- 4.7.1 Daily Attendance
- 4.7.2 Meal Counts
- 4.7.3 Wellness Checks
- 4.7.4 On-line lesson Plans
- 4.7.5 Child Assessment Information
- 4.7.6 Child Screening Information
- 4.7.7 Home Visits / Parent Teacher Conferences
- 4.6.8 Child Portfolio Information
- 4.6.9 Work Email Information

5.0 Associated Documents

5.1 Letter of Acceptance

6.0 Records Retention Table

Identification	Format	Storage	Retention	Disposition	Protection
			7 years		

7.0 Monitoring

7.1 Classroom Observation

8.0 Revision History

Date:	Revision#	Description of Revision
10/2021		New
4/29/2022		Reviewed
12/2022		Reviewed