



ICT HEALTH & SAFETY INFORMATION

Date of Review:	September 2024
------------------------	----------------

This policy has been written following a consultation process, ratified by the Board of Governors and communicated to the school community as required. It will be monitored and reviewed as part of the school's policy review schedule.

ICT AND HEALTH & SAFETY INFORMATION

GENERAL GUIDANCE

- Eyestrain – avoid long periods on the computer (20-25 mins maximum).
- Advise children to take short breaks during a task.
- Give yourself room – avoid a cluttered work area. Spread out keyboard/mouse/printer etc.
- Make sure that the top of the monitor is at eye level. The screen should be between 50-70 cms from the user.
- It is the responsibility of staff to ensure that they leave the ICT Suite clean and tidy after use.
- Food and drink should not be consumed near ICT equipment.
- An adult should always supervise children when they are accessing information via the Internet.
- The service provider does filter information but staff are ultimately responsible for information accessed by pupils.

SITTING

- Appropriate seating should be allocated for use with the school computers that gives proper back support.
- Screen positioned to avoid glare.
- Shoulders and neck relaxed.
- Forearms level with desk.