

PEASEDOWN ST JOHN PRIMARY SCHOOL
(Achieving Excellence for Ourselves and Others)

Interactive Whiteboard and Projector Use Policy

Rationale: The purpose of this policy is to ensure the safe use of projectors and Interactive Whiteboards (IWB) in learning areas for pupils and all members of staff. Furthermore, developing the awareness of potential dangers of frequent use.

Aims:

- To ensure all staff and pupils are following school guidelines.
- To develop an understanding of the linked possible dangers and prevention strategies.

Guidelines:

- Staring directly into the projector beam is avoided at all times.
- When entering the beam, users should not look towards the beam for more than a few seconds.
- Standing facing into the beam is minimised. All users should try to keep their backs to the beam as much as possible.
- Students must be supervised when they are asked to use the screen.
- Training provided for staff and disseminated to pupils.
- Safety notices should be displayed near all projectors and IWB.
- Projectors should be located out of the sight line from the screen to the class, such as from the ceiling; this ensures that, when staff or pupils look at the class, they do not also have to stare at the projector lamp.
- In order to minimise the lamp power needed to project a visible presentation, the school will, to the best of its ability, ensure that room blinds or curtains are available to reduce ambient light levels wherever computer projectors are in use.
- When not in use, such as during lunchtimes, the projector should be turned off.
- Staff encouraged to appropriately use a wide range of resources, to avoid overuse of IWB.