



## **LUCAN EDUCATE TOGETHER**

### **POLICY ON THE SAFE USE OF INTERACTIVE WHITEBOARDS**

#### **Rationale:**

- The rationale for our policy on the use of interactive whiteboards is as follows:
- To ensure that the whiteboards are used in a correct and safe manner.
- To ensure that both pupils and staff are aware of issues relating to the safe use of interactive whiteboards.

#### **Guidelines:**

- It is the responsibility of staff members to turn on and off all the equipment associated with the interactive whiteboard. (projector, computer, sound system, printer) In particular, care should be taken with the projector and adequate time allowed for the projector to warm up.
- The room needs to be well ventilated.
- The whiteboards will only be in use under the supervision of a staff member.
- Children and adults will be made aware of the cables and every effort should be made to keep them tidy.
- It must be made clear to all users that no-one should stare directly into the beam of the projector.
- When asking children to come up and use the board encourage them to keep their backs to the projector.
- Only the interactive electronic whiteboard markers should be used on the boards and not standard whiteboard markers.
- If the light in the classroom is affecting visibility of the board please use the blinds in the classroom and don't adjust the brightness of the projector. (The bulb filters on projectors will be set to the low brightness level to assist with this.)

**Review and Maintenance:**

- When cleaning becomes necessary only use a damp cloth or screen wipes. It is recommended to have a separate cloth specifically for cleaning the interactive whiteboard.
- Regular cleaning of the filters will be carried out by the teacher and the cleaning staff. This will take once a month as a minimum.
- Projector bulbs should be replaced by a trained professional when the need arises.
- Repair and maintenance of all the associated electrical equipment must be carried out by a trained professional.

<b>Activity:</b>	<b>Date:</b>
<b>Reviewed:</b>	
<b>Ratified by Board of Management:</b>	
<b>Effective from:</b>	
<b>Next Review Date: *</b>	

**\* Unless reviewed at an earlier date if deemed necessary by a change in law, Department policy, or to reflect changing school circumstances.**

**Signed:** \_\_\_\_\_

**Chairperson:**

**Signed:** \_\_\_\_\_

**Principal:**