



**Educ8**

Education Delivered with Utmost Care

## **Educ8 (Luton) Ltd**

(Hereinafter referred to as "Educ8")

*A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.*

### **INTERNET, E-MAIL, AND VIRTUAL LEARNING POLICY**

#### **Rationale**

At Educ8 we aim is to ensure the effective and appropriate use of internet and e-mail, thus ensuring the safety and welfare of both our tutors and students. All tutors, administrative staff and students shall remember that standard e-mail is not a secure form of communication. The messages that are sent may be over networks owned by others. A more secure method of communication should be used, if the content of an e-mail is sensitive or critical such that if the contents were disclosed or modified by an unauthorised person it could cause embarrassment, distress, or financial loss.

The purpose of internet use within the organisation is to raise educational standards, to promote student achievement and to support the professional work of tutors. Internet use is a part of the statutory curriculum and a necessary tool for tutors, students, parents, and carers. The internet is an essential element in 21<sup>st</sup> century life for education, business, and social interaction.

#### **Definition**

The internet is a global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardised communication protocols. E-mails are messages distributed by electronic means from one computer user to one or more recipients via such network.

#### **Aims**

- To protect the safety of tutors and students when using the aforementioned technology.
- To ensure the safety and security of sensitive and confidential data.
- To educate both tutors and students in the technology that is essential to the carrying out of their duties.
- To prevent misuse, intentional or otherwise of the internet or e-mail.
- To protect the reputation of both the organisation and its employees.
- To ensure that the use of internet and e-mail remains within the law.
- To ensure that all tutors, administrative staff, and students shall ensure compliance with relevant legislation.

#### **Practice**

No tutor or student shall send, forward or receive e-mails that in any way may be interpreted as insulting, disruptive or offensive by any other person, or company. Examples of prohibited material include but are not limited to:

- Sexually explicit messages, images, cartoons, jokes, or movie files.
- Unwelcome propositions.
- Profanity, obscenity, slander, or libel.
- Ethnic, religious, or racial slurs.
- Political beliefs or commentary.
- Any message which could be viewed as harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, disability or religious or political beliefs.



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### **Monitoring**

#### **INTERNET**

Messages shall not be posted on any internet message board or other similar web-based services that would bring Educ8 into disrepute, or which a reasonable person would consider to be offensive or abusive. The list of prohibited material is the same as those for e-mail.

Tutors and students should not place on the internet, including social networking sites, any opinion or statement that might be construed as representing Educ8. We will report any illegal activity to the police.

Educ8's website can be securely accessed by all tutors; under no circumstance shall they share their login and password details. Any suspicious activity must be reported to the Company Director, Nigel Jones immediately.

#### **E-MAIL**

Educ8 has its own e-mail server which means that all e-mail traffic, both sent and received, including attachments, shall be monitored, and reviewed and any action deemed appropriate shall be taken. This means that nothing should be taken to be private, even if marked as "private" and/or "confidential" or with any similar wording. Such monitoring will make sure that our policy is effective and that users of our e-mail system are abiding by its content. The monitoring is also to ensure that the organisation's e-mail system is working properly.

Users will not use e-mail for product advertisement, commercial activities, or political campaigning, unless authorised to do so by the organisation. The organisation should not be committed to purchasing or acquiring goods without proper authorisation. Users will log off properly from networks after use to ensure that other users do not have unauthorised access.

Users will not sign up to any information services, i.e., services, which send you regular information via e-mail or other electronic means unless this is directly related to school activities.

E-mail will not be used for gambling, advertising, or soliciting for personal gain or profit.

Users are responsible for all e-mails sent and for contacts made that may result in e-mail being received.

Posting anonymous messages and forwarding chain letters is forbidden.

Appropriate language must be used for all online communications.

Users will not transmit any material in violation of any British laws. These include The General Data Protection Regulation, Computer Misuse Act and Design Copyright and Patents Act. This includes, but is not limited to, copyright material, threatening or obscene material, material protected by trade secret or any sensitive personal data, confidential, classified, or proprietary information.

The General Data Protection Regulation (GDPR) applies to e-mail as it does to all forms of stored information.



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### **VIRTUAL LEARNING**

The Designated Safeguarding Lead, Deputy Designated Safeguarding Lead and tutors will take due caution when conducting any form of virtual contact with the student, which may involve emailing, texting, telephone calling or video calling into the student's home.

Tutors shall:

- Gain permission from the parent/carer that they are happy for the virtual tuition to take place and in an agreed format.
- Record that permission was given by the parent/carer and log details/content of the contact and what type of device was used regarding contact made to the student in the student report.
- Ensure that any texts that are sent directly to a student should be recorded in the report and also be sent to the mobile of the parent/carer.
- Ensure there is an adult available in the house as per face-to-face tuition during the video call. In some circumstances it may be agreed in advance with the commissioning body that an adult does not need to be in the home for the tuition to take place. Parents/carers will then be informed of the content of the lesson via an emailed report.
- Ensure that any computers/devices used should be in appropriate areas for both child and tutor, for example, not in bedrooms; and where possible be against a neutral background.
- Not under any circumstances audio or video record the video call or share any content over social media.
- Ensure that they and students must wear suitable clothing, as should anyone else in the household.
- Should the student make a disclosure of any kind the same processes should be followed in regard to referral – please see [Reporting of Concern in the Safeguarding Policy](#) for further information.
- Ensure that all communication is limited to within the designated times of the tuition.

### **References:**

The Data Protection Act (1998)  
Bedfordshire Police Joint Protocol Agreement  
The General Protection Regulation (2018)  
DFE Providing Remote Learning: A Guidance for Schools (2021)  
DFE Keeping Children Safe in Education (2022)

*N K Jones*  
*Review Date*

*September 2023*  
*September 2024*