

Online Safety and Acceptable Use of Technology Policy including E-Safety

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Amendment Register

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Amendments	

Policy Overview

An Acceptable Use of Technology Policy is a framework for students and their parents, guardians or carers, and the teachers/tutors/ professionals/ individuals registered with SENSational Tutors and employees. As the use of online services and resources grows, so has awareness of the risks and potential dangers which arise from the use of modern communications, technology and the internet.

The objectives of this policy are:

- To promote the safety of learners in our care both in their homes and any external settings where tuition takes place.
- To ensure all members of our learning community are aware of e-safety.
- To encourage safe and responsible use of technology and the internet.

This policy also includes aspects of “E-Safety”.

Misuse of IT technology and communications systems can compromise safety, damage the business and the reputation of SENSational Tutors Ltd. Breach of this policy may be dealt with as misconduct and, in serious cases, may be treated as gross misconduct leading to termination of contract.

Educational Benefits

It is widely acknowledged that technology continues to change the way we live and work. Moreover, there are many educational benefits of ICT, and use of this powerful tool helps to expand good quality learning experiences within all aspects of the curriculum, at all key stages. However, we realise the need to understand both positive and negative aspects of its use and ensure that students have the knowledge and understanding to make informed decisions. To do this requires the co-operation of all stakeholders.

Physical Security

- Arrangements should be made through the client and/or Company Director, before the removal of any ICT equipment from its normal location.
- The risks associated with the removal should be made clear and the impact these risks might have made known to the person carrying out the removal e.g. weight of monitors, damage to machines etc.
- It is advisable that all ICT equipment is recorded by owner, i.e. Local Authority, teacher/tutor.
- Computer monitors which display sensitive material, should be positioned in such a way that information stored or being processed cannot be viewed by unauthorised persons.
- Equipment should be sited safely and in such a way as to avoid damage e.g. a laptop is securely placed, (not on pupils' laps) and desktops don't protrude.
- Sensitive or personal data should not be left in printers or displayed on monitors when away from the desk.
- Sensitive information should only be given to authorised personnel e.g. passwords, user accounts and confidential documents stored in computer files.
- Ensure sensitive data, both paper and electronic, is disposed of properly e.g. destroy disks, shred paper.
- Any sensitive data sent via e-mail should be suitably marked "in confidence."

System Security

- Users must not make, distribute, or use unlicensed software or data.
- Users must not make or send threatening, offensive, or harassing messages.
- Users must not create, possess, or distribute obscene material.
- Users must ensure they have authorisation for private use of computer equipment.

- Secure passwords should not be revealed to unauthorised persons.
- Passwords should not be obvious or guessable and complexity should reflect the value and sensitivity of the systems and data.
- Passwords should be changed regularly as a matter of course, and immediately if a suspected breach of security has been noted e.g. an unauthorised person accessing a security password.
- Regular backups of important data should be made.

Virus Protection

- Teachers/Tutors/ professionals/ individuals must ensure current and up to date anti-virus (AV) software is applied to all ICT equipment they use in lessons.
- All users must take precautions to avoid malicious software that may destroy or corrupt data e.g. checking all incoming email attachments or internet downloads and should be made aware of how to recognise and handle email hoaxes.
- Any suspected or actual virus infection must be reported immediately to the Company Director and/or or client.

Disposal and Repair of Equipment

- Disposal of waste information such as print-outs, CDs and memory sticks which hold sensitive data should be shredded or destroyed.
- Teachers/Tutors must ensure any personal data or software is obliterated from a PC if the recipient is not authorised to receive the data.
- It is important that any software remaining on a PC being relinquished is legitimate.

The Prevent Duty

The Prevent Duty is the duty in the Counter-Terrorism and Security Act 2015 which requires all education providers 'to have due regard to the need to prevent people from being drawn into terrorism'. This includes safeguarding children, young people and adult learners from extremist ideologies and radicalisation.

The general risks affecting children and young people may vary from area to area and according to their age. Educational providers are in an important position to identify risks within a given local context.

Teacher/ tutors should be aware of the increased risk of online radicalisation, as organisations seek to radicalise young people through the use of social media and the internet.

The statutory guidance makes clear the need for teacher/ tutors to ensure that children are safe from terrorist and extremist material when accessing the internet. Educational providers should ensure that suitable filtering is in place. More generally, educational providers have an important role to play in equipping children and young people to stay safe online, both in educational/learning environments and outside. General advice and resources for educational providers on internet safety are available on the UK Safer Internet Centre website. As with other online risks of harm, all teachers/tutors need to be aware of the risks posed by the online activity of extremist and terrorist groups.

The Prevent Duty means that all teachers/tutors have a duty to be vigilant and where necessary report concerns over-use of the internet that includes, for example, the following:

- Internet searches for terms related to extremism.
- Visits to extremist websites
- Use of social media to read or post extremist material.
- Grooming of individuals

All teacher/tutors should be aware of the following:

- DfE Prevent Duty
- DfE briefing note on the use of social media to encourage travel to Syria and Iraq
- The Channel Panel

Photographs and Video

The use of photographs and videos is popular in teaching and learning and should be encouraged. However, it is important that consent from parents/carers is gained if videos or photos of pupils are going to be used.

If photos/videos are to be used online, then names of pupils should not be linked to pupils.

Teachers/Tutors must be fully aware of the consent form responses from parents when considering use of images.

Teachers/Tutors should be aware that photos and videos taken by them in learning sessions are subject to the Data Protection act.

Tutors are held fully responsible for all matters.

Email

Although email is a vital business tool, you should always consider if it is the appropriate method for a particular communication. Correspondence with third parties by email should be written as professionally as a letter. Messages should be concise and directed only to relevant individuals.

Pupils, teachers/tutors, employees, sub-contractors and anyone engaged by Sensational Tutors Ltd must not send abusive, obscene, discriminatory, racist, harassing, derogatory, defamatory, pornographic or otherwise inappropriate emails. Anyone who feels that they are being or have been harassed or bullied, or is offended by material received from a Pupil, teacher/tutor via email, should inform the Director / Proprietor.

Pupils, teachers/tutors should take care with the content of all email messages, as incorrect or improper statements can give rise to claims for discrimination, harassment, defamation, breach of confidentiality or breach of contract.

Remember that you have no control over where your email may be forwarded by the recipient.

Avoid saying anything which would cause offence or embarrassment if it found its way into the public domain.

In general, Pupils, teachers/tutors should not:

- (a) Send, forward or read private emails at work which you would not want a third party to read;
- (b) Send or forward chain mail, junk mail, cartoons, jokes or gossip;

- (c) Download or email text, music or any other content on the internet which is subject to copyright protection, unless it is clear that the owner of such works allows this;
- (d) Send messages from another person's email address (unless authorised) or under an assumed name; or
- (e) Use their own personal email account to send or receive email for the purposes of our business.

Using the Internet

When a website is visited, devices such as cookies, tags or web beacons may be employed to enable the site owner to identify and monitor visitors. If the website is inappropriate, such a marker could be a source of embarrassment to the visitor and SENSational Tutors Limited, especially if inappropriate material has been accessed, downloaded, stored or forwarded from the website.

Pupils, teachers/tutors, employees, sub-contractors and anyone engaged by Sensational Tutors Ltd should not access any web page or download any image, document or other file from the internet which could be regarded as illegal, offensive, discriminatory, in bad taste or immoral. Even web content which is legal in the UK may be in sufficient bad taste to fall within this prohibition. As a general rule, if any person (whether intended to view the page or not) might be offended by the contents of a page, or if the fact that our software has accessed the page or file might be a source of embarrassment if made public, then viewing it will be a breach of this policy.

Security and passwords

Pupils, teachers/tutors, employees, sub-contractors and anyone engaged by Sensational Tutors Ltd should never share passwords and teachers/tutors must never let pupils use their login details. Pupils, teachers/tutors, employees, sub-contractors and anyone engaged by Sensational Tutors Ltd are advised to always 'lock' the PC if they are going to leave it unattended (the picture mute or picture freeze option on a projector will allow an image to remain on the screen and also allow a PC to be 'locked').

Data storage

Only encrypted USB pens are to be used by Pupils, teachers/tutors, employees, subcontractors and anyone engaged by Sensational Tutors Ltd for sensitive data.

Teachers/Tutors need to risk assess any data that they plan to temporarily store on a USB pen to ensure that any potential loss has minimal impact.

Reporting

All breaches of this Acceptable Use of Technology and E-safety Policy need to be reported to the client and/or Company Director.

Incidents which may lead to child protection issues need to be passed on to the Company Director and/or the client partner immediately – it is their responsibility to decide on appropriate action not the teacher/tutor.

Incidents which are not child protection issues should also be reported to the client/Director the same day.

Infringements and sanctions

Whenever a pupil or teacher/tutor infringes the Acceptable Use of Technology & ESafety Policy, the final decision on the level of sanction will be at the discretion of the Company Director.

Social Networking

Pupils

No one should use social networking sites within learning/tuition hours.

Teachers/Tutors

It is recognised that social networking sites have a major role to play in today's society. However, teachers/tutors must be aware of the following:

- They must not place any negative comments about SENSational Tutors or referral partners on social networking sites.
- They must not add pupils as friends in social networking sites.
- They must not post pictures of learning events without the parent/carer's consent.
- They must not use social networking sites within lesson times.
- They should review and adjust their privacy settings to give them the appropriate level of privacy.
- They should take care adding parents of pupils as friends and ensure that all tutoring matters are kept confidential.

Monitoring and Reviewing the Acceptable Use of Technology Policy

SENsational Tutors Ltd reserves the right to monitor telephone, email, voicemail, internet and other communications. For business reasons, and in order to carry out legal obligations in our role as an employer and education provider, use of our systems including the telephone and computer systems, and any personal use of them, may be continually monitored by automated software or otherwise. Monitoring is only carried out to the extent permitted or as required by law and as necessary and justifiable for business purposes.

Once adopted, this Acceptable Use of Technology and E-Safety Policy will be monitored regularly to ensure that it is effective, and reviewed and updated to ensure that it continues to meet the requirements of our stakeholders, and any emerging uses of technology.