



# ASPIRING MINDS TUITION

EDUCATION WELLBEING CREATIVE

## E-SAFETY AND IT ACCEPTABLE USE POLICY

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## E-Safety and IT Acceptable Use Policy

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## 1. Purpose

This policy outlines Aspiring Minds Tuition's (AMT) commitment to providing safe and responsible use of IT resources. We recognise the importance of e-safety and acceptable use in the context of an online education environment and ensure all IT systems and digital interactions promote well-being, inclusion and safeguarding, especially for our learners with Special Educational Needs and Disabilities (SEND), who may face additional risks online.

## 2. Scope

This policy applies to:

- All staff (permanent, temporary, contractors and volunteers)
- All learners and parents/carers
- Any visitors, partners or service providers associated with AMT

It covers the use of all AMT-provided or accessed digital technologies, including laptops, tablets, online platforms, software, email and the internet.

## 3. Our Commitment

AMT is committed to:

- Promoting responsible and respectful use of IT by all users.
- Ensuring technology is used safely and effectively to support SEND education.
- Protecting the wellbeing of learners in all online activities.
- Responding promptly and appropriately to any e-safety concerns.

## 4. E-safety and IT Acceptable Use

All staff and learners must follow the AMT Staff/Learner Code of Conduct agreement (Appendix 1 and 2) when using AMT's resources. The agreements help staff and learners understand how to use technology responsibly and safely.

### 4.1 IT Acceptable Use

Key expectations include:

- Using devices and internet access only for learning and authorised activities.
- Keeping login details confidential.
- Being respectful and kind in all digital communications.
- Reporting anything online that causes concern.
- Avoiding access to inappropriate websites or content.
- Not downloading or installing software without permission.
- Taking care of AMT equipment.

- Logging out after use to protect accounts.

Failure to follow these guidelines may lead to restrictions or other consequences to maintain a safe learning environment.

## 4.2 E-safety

AMT prioritises the online safety of staff and learners by:

- Teaching learners about safe, responsible online behaviour tailored to their needs. To support this, we offer the BCS Level 1 Smart Digital Award in E-Safety, which helps learners understand how to stay safe online, recognise risky or harmful behaviour, including cyberbullying and know how to respond appropriately. This nationally recognised qualification enhances learners' digital literacy and supports their personal development, reinforcing AMT's commitment to creating a safe and respectful online learning environment.
- Offering guidance and support to parents/carers on e-safety.
- Offering e-safety training to staff.
- Using appropriate filtering and monitoring systems to limit access to harmful content.
- Encouraging prompt reporting of any online concerns or incidents.
- Protecting personal data and privacy at all times.
- Ensuring staff use only authorised platforms and maintain professional boundaries in digital communication.
- Acting quickly to address any e-safety incidents.

## 5. Cyberbullying

### 5.1. Definition of Cyberbullying

Cyberbullying is a form of bullying that takes place online, using digital devices such as computers, smartphones or tablets. It can occur through messaging apps, emails, learning platforms, social media, gaming platforms or video conferencing tools.

Cyberbullying may involve:

- Sending threatening, aggressive or offensive messages
- Sharing personal or embarrassing information or images
- Impersonating someone to cause harm or spread false information
- Excluding others deliberately from online groups or learning platforms
- Repeated negative behaviour or harassment via online means

At AMT we recognise that our online environment, while rich with opportunity, can also increase the potential risk of cyberbullying.

### 5.2. Increased Vulnerability of SEND Learners

SEND learners may face greater risks online due to:

- Difficulties in recognising inappropriate behaviour or social cues
- Reliance on digital communication, increasing exposure

- Challenges in reporting incidents or expressing concerns
- Use of assistive technologies or supervised environments, which may limit privacy or confidence

Our staff are trained to remain vigilant for signs of cyberbullying and understand how to support SEND learners effectively and sensitively. Proactive support and regular check-ins help ensure all learners feel secure and respected in their learning environment.

### 5.3. Reporting Cyberbullying

All learners are encouraged to follow the guidance in Section 8.1 of AMT's Anti-Bullying Policy, which includes:

- Letting the person know their behaviour is not acceptable (if safe to do so)
- Reporting the issue to a trusted member of AMT staff
- Using the online reporting form available via our website
- Emailing a concern confidentially to:  
info@aspiringmindstuition.co.uk

Reports may be submitted by learners, parents/carers or anyone concerned about a learner's wellbeing.

### 5.4. AMT's Response to Cyberbullying

- Every report is taken seriously and responded to promptly
- The Designated Safeguarding Lead (DSL) or a senior staff member will lead investigations
- Appropriate support will be given to the learner experiencing harm
- Disciplinary measures may be applied where policy breaches are identified
- For SEND learners, actions will consider their needs and communication preferences
- Incidents may be reported to external agencies or authorities, where required

We are committed to maintaining a safe, respectful and inclusive online learning environment for every learner.

## 6. Prohibited Use

Users must not:

- Use AMT IT resources for personal financial gain, gambling or unrelated political activities.
- Engage in behaviour online that could harm the reputation of AMT or the wellbeing of SEND learners.
- Download, view, or distribute offensive, illegal or inappropriate content.
- Attempt to bypass security or introduce malicious software.
- Send unsolicited communications or spam.
- Share confidential information without authorisation.
- Use social media in ways that conflict with AMT's values or policies.

## 7. Monitoring and Privacy

AMT reserves the right to monitor IT usage to ensure compliance and maintain a safe environment. Users should have no expectation of privacy when using AMT IT systems.

## 8. Data Security

All users must handle data securely in accordance with AMT's Data Protection Policy and relevant legislation. Sensitive data must be protected using encryption or secure passwords where appropriate.

## 9. Responsibilities

- The director is responsible for setting and maintaining the E-safety and IT Acceptable Use Policy.
- All staff must adhere to this policy and report concerns immediately.
- Learners and parents/carers are expected to follow the policy guidelines to maintain a safe learning environment.

## 10. Raising Concerns

Any concerns related to IT use, e-safety or cyberbullying should be reported promptly to AMT:

- Use the online reporting form. You can report a concern confidentially using the form on our website.
- Email discreetly. You can contact us confidentially at: [info@aspiringmindstuition.co.uk](mailto:info@aspiringmindstuition.co.uk)

All reports will be treated confidentially and addressed fairly.

## 11. Legal and Statutory Framework

This policy aligns with and supports compliance with the following UK legislation and government guidance relevant to educational settings:

- **Keeping Children Safe in Education (KCSIE), 2024**  
Statutory safeguarding guidance outlining schools' responsibilities to protect children from online harm, cyberbullying and inappropriate content.  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- **Data Protection Act 2018 and UK GDPR**  
Governs the secure and lawful processing of personal data, including data shared or accessed through digital platforms.  
<https://ico.org.uk/>

- **Prevent Duty Guidance**  
Requires education providers to safeguard learners from online radicalisation, extremism and harmful content.  
<https://www.gov.uk/government/publications/prevent-duty-guidance>
- **Online Safety in Schools and Colleges**  
Guidance to help education settings implement effective online safety measures, filtering and monitoring systems.  
<https://www.gov.uk/government/publications/online-safety-in-schools-and-colleges-questions-from-the-governing-board>
- **Education and Training (Welfare of Children) Act 2021 (formerly 1999 regulations)**  
Ensures the safety and welfare of children in education and training, including protection from digital threats.  
<https://www.legislation.gov.uk/ukpga/2021/16/enacted>
- **UK Safer Internet Centre**  
Offers resources, training, and best practice guidance to help educators protect children online and promote digital wellbeing.  
<https://www.saferinternet.org.uk/>
- **Teaching Online Safety in Schools (DfE)**  
Provides guidance on equipping pupils with the knowledge to stay safe online and understand online risks.  
<https://www.gov.uk/government/publications/teaching-online-safety-in-schools>
- **UKCIS Education for a Connected World Framework**  
Describes age-appropriate digital knowledge and skills learners should develop to stay safe and responsible online.  
<https://www.gov.uk/government/publications/education-for-a-connected-world>
- **SEND Code of Practice: 0 to 25 years (2015)**  
Ensures that online safety measures are inclusive and meet the needs of learners with SEND.  
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>
- **BCS Smart Digital Award in E-Safety**  
A qualification promoting safe and informed digital behaviour, which underpins AMT's approach to online learning and safety education.  
<https://www.bcs.org/>

## 12. Linked Policies

This policy should be read alongside the following AMT policies, which together support a safe, inclusive and digitally responsible learning environment:

- **Safeguarding Policy**  
Outlines AMT's overall approach to protecting learners from harm, including risks arising from online activity.

- **Anti-Bullying Policy**  
Addresses online bullying and harassment alongside offline behaviours, ensuring all learners feel safe and supported.
- **Data Protection Policy**  
Ensures personal data used in digital systems is processed securely and lawfully in line with UK GDPR and the Data Protection Act.
- **Equality, Diversity and Inclusion Policy**  
Supports inclusive access to technology and ensures all learners, including those with SEND are protected online.
- **Reasonable Adjustments Policy**  
Ensures that learners with SEND have appropriate and safe access to digital tools and resources.
- **Staff Agreement: Code of Conduct**  
Sets out expectations for staff in their use of technology, including safeguarding and professional boundaries online.
- **Learner Agreement: Code of Conduct**  
Details learner responsibilities when using AMT devices, platforms and communication tools.

### 13. Monitoring and Review

This policy will be reviewed annually to remain current with technology, legislation, and AMT's operational needs.

Date of Issue: 01.07.25

Next Review Date: 01.07.26



## Appendix 1: Learner agreement – Code of Conduct

### Learner agreement – Code of Conduct

Welcome to Aspiring Minds Tuition (AMT). When you join our sessions, whether in person or online, these simple rules will help keep everyone safe, respectful and ready to learn. This Code of Conduct covers how we behave during sessions, how we treat others and how we use learning tools and equipment responsibly. By following these expectations, we can all enjoy a positive, inclusive learning environment where everyone feels welcome and supported.

#### ✓ **Be safe online**

- Keep your personal information private.
- Use your own name on online sessions, don't pretend to be someone else.
- Only visit websites your tutor tells you to.
- Don't click on strange links or pop-ups.
- Tell your tutor or parent/carer if anything online makes you feel worried, scared or uncomfortable.
- Be careful what you share in chat boxes or messages, think before you type.

#### ✓ **Be kind and respectful**

- Treat others how you'd like to be treated.
- Don't use rude, mean, or unkind words.
- Include others and treat everyone with kindness, we all deserve to feel welcome and safe.
- Celebrate differences, everyone is unique and deserves respect. We are all different and that's a good thing!
- Respect others' opinions, even if they're different from your own.

#### ✓ **Video recordings and live sessions**

- Join your session on time and be ready to learn.
- Sit in a quiet place with as few distractions as possible.
- Dress appropriately.
- Keep your camera on (if required) and your microphone muted when not speaking.
- In a group session, raise your hand if you would like to ask a question.
- Use the chat only for classwork and questions.
- Do not record or screenshot the session unless consent has been given.

#### ✓ **Be a responsible and positive learner**

- Use AMT's websites, apps and tools to learn, explore and improve your skills.
- Try your best with every task.
- Ask questions if you're unsure, that's how we learn!
- Let your tutor know if you need help, we're always here to support you.
- Take care of your well-being, let someone know if you're feeling worried, upset or need a break.
- Remember: It's okay to make mistakes, every mistake is a chance to learn and grow!
- Celebrate your progress and keep aiming high!

- If you have a support plan to help you learn (like an IEP or EHCP), your tutor will help you follow it.
- ✓ **Use AMT equipment responsibly**
  - Take care of laptops, headphones or any AMT equipment you use.
  - Don't change settings, download things or damage devices.
  - Let your tutor know straight away if something is broken or not working.
- ✓ **If there's a problem**
  - Speak to your tutor if you have a problem.
  - You or your parent/carer can also email: [info@aspiringmindstuition.co.uk](mailto:info@aspiringmindstuition.co.uk)
  - You can report bullying or worries using the website form at:  
[www.aspiringmindstuition.co.uk](http://www.aspiringmindstuition.co.uk)

At AMT, we're here to make sure you feel **safe, included and supported**. If you ever need extra help, we'll work together to make learning work for you.

### ✓ **Your Agreement**

By ticking this box or signing below, you agree to follow these rules every time you join an AMT session or use AMT equipment.

☐ I agree to follow AMT's rules and be a safe, kind and responsible learner.

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 2: Staff agreement – Code of Conduct

### Staff agreement – Code of Conduct

Welcome to Aspiring Minds Tuition (AMT). All staff are expected to maintain the highest standards of professional conduct when supporting or delivering online and in-person learning. This document outlines the Code of Conduct relating specifically to behaviour, safeguarding, SEND support and the use of IT systems and AMT equipment. It applies to all permanent, temporary, contract and voluntary staff. Please read the expectations carefully. Agreement is required as part of your induction and ongoing role with AMT.

#### ✓ **Keep learners safe online**

- Follow safeguarding procedures in all online interactions.
- Be alert to signs of distress, cyberbullying or inappropriate behaviour.
- Report concerns promptly, following AMT's Safeguarding Policy.
- Use only AMT-approved platforms, tools and email addresses for communication.
- Promote a learning space where everyone feels safe, valued and respected.
- Listen to learners without judgment.

#### ✓ **Maintain professionalism**

- Always model respectful, inclusive behaviour in all sessions and communication.
- Dress appropriately.
- Deliver sessions in a quiet location.
- Use professional language and tone at all times.
- No personal contact (e.g. social media connections) with learners outside approved platforms.

#### ✓ **Supporting learners with Special Educational Needs and Disabilities (SEND)**

- Understand that learners with SEND may be more vulnerable to bullying and require tailored support.
- Follow all relevant documentation for SEND learners, including:
  - Education, Health and Care Plans (EHCPs)
  - Individual Education Plans (IEPs)/Individual Learning Plans (ILPs)
  - Support plans, behaviour plans and personalised risk assessments where applicable
- Adjust and differentiate materials to ensure accessibility for all learners.
- Offer additional support where required, such as:
  - Closed captions or transcripts
  - Simplified language or instructions
  - Visual aids or scaffolding
- Communicate clearly, patiently and inclusively in all interactions.
- Be flexible and understanding of individual needs and circumstances, including learning pace, environment and sensory needs.
- Work in partnership with parents/carers and the SENDCo (or relevant staff) to review progress and update support regularly.

- ✓ **Delivering live sessions and video recordings**
  - Start and finish sessions on time.
  - Use waiting rooms and secure passwords to control access.
  - Remove unauthorised participants immediately.
  - Monitor chat functions for appropriate use.
  - Manage learner camera and microphone usage as needed for the session.
  - Do not record live sessions unless consent is formally obtained and the recording is in line with AMT policies.
  - Report any concerns raised during a session directly to the Designated Safeguarding Lead (DSL).
- ✓ **Respect privacy and data**
  - Do not share learner or staff personal data without consent.
  - Keep passwords and login details secure.
  - Use password protection for online sessions and shared files.
  - Do not record sessions without prior agreement and written consent.
- ✓ **Promote a culture of respect**
  - Treat everyone with kindness, courtesy and fairness both online and in person.
  - Celebrate differences in background, ability, opinion, culture, religion, gender, and identity.
  - Use polite and inclusive language in sessions, messages and chats.
  - Listen when others are speaking and value their opinions.
  - Encourage others to take part and share ideas, even if they need extra time or help.
  - Support others who may feel left out or isolated, especially those with SEND.
  - Avoid jokes or comments that could offend, even if said in a light-hearted way.
  - Challenge unkind behaviour in a calm and respectful way and if necessary, report it to the DSL.
  - Work as a team and help create a friendly and welcoming environment for all.
  - Understand that respect includes how we communicate online, through emails, chat boxes, forums and shared workspaces.
- ✓ **Wellbeing and growth mindset**
  - Promote a supportive and inclusive learning environment where all learners feel valued, especially those with SEND.
  - Encourage a growth mindset, remind learners (and yourself) that mistakes are part of learning.
  - Model healthy online behaviour and respectful communication at all times.
  - Be mindful of your own wellbeing and seek support when needed, your wellbeing matters too.
  - Recognise signs of learner stress or anxiety online and act sensitively, following safeguarding procedures when appropriate.
  - Celebrate progress and effort, not just outcomes, help learners build confidence and resilience.

- ✓ **Use AMT devices and systems responsibly**
  - Look after AMT laptops, headphones and any other equipment issued.
  - Avoid installing unauthorised software or altering device settings.
  - Report damage, technical issues or loss promptly.
  - Only use devices for appropriate and professional educational purposes.
- ✓ **Responding to bullying and misuse**
  - Follow the e-safety and anti-bullying policies when responding to concerns.
  - Encourage learners to report incidents using appropriate channels.
  - Inform the DSL of any incidents without delay.
  - Keep a professional log of all reported and observed incidents.
- ✓ **Staying up to date with training**
  - Paid staff must complete all mandatory AMT staff training, including:
    - Safeguarding
    - E-safety
    - Anti-Bullying
  - Attend refresher training as required to ensure skills and knowledge remain current.
  - Keep records of completed CPD as part of your professional development.
  - Volunteers are required to complete essential safeguarding and e-safety awareness training appropriate to their role. Additional training may be recommended depending on responsibilities.
  - Seek guidance from the DSL or leadership if unsure about any procedures.

#### ✓ **Policy Acknowledgement**

To help maintain a safe, respectful and inclusive learning environment at AMT, all staff and volunteers are expected to read, understand and follow AMT's core policies. By signing this Code of Conduct, you confirm that you have read, understood, and agree to comply with all relevant AMT policies appropriate to your role. These include:

- GDPR and Data Protection Policy
- Safeguarding Policy
- Anti-Bullying Policy
- E-Safety and IT Acceptable Use Policy
- Lone Working Policy
- Learner agreement: Code of Conduct

I understand that it is my responsibility to follow these policies in line with my duties. I agree to seek guidance if I am unsure about any expectations or procedures.

*Note: Volunteers may not be required to complete all formal training but must still be aware of and follow all relevant safeguarding and conduct expectations.*

✓ **Your Agreement**

By signing below, I confirm that I have read, understood and agree to follow AMT's Staff Code of Conduct, including all expectations around online behaviour, safeguarding, SEND, IT acceptable use and respectful communication. I understand that failing to meet these expectations may result in action being taken, including being asked to stop working or volunteering with AMT.

Full Name: \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_