

E1.1 Bucksmore Home Tuition E-Safety Policy

E1.1.0 Introduction

The Internet and access to it is a fundamental part of modern life. Whilst providing for entertainment and communication needs it can also be a vital tool to aid in education.

A Home Tuition course combines educational tuition with living as part of a family. With this setup students will utilise the internet to aid in their lessons, as well as for leisure.

Student safety whilst using the internet is paramount and this policy aims to reduce risk to students whilst still ensuring they have the benefits the internet can bestow.

E1.1.1 Terminology

Cyberbullying is the deliberate use of information and communication technology (ICT), particularly mobile phones and the Internet, to hurt or upset someone else.

E-Safety means limiting the risks to which students are exposed when using technology, so that all technologies are used safely and securely.

E1.1.2 Host Teacher Responsibilities

All host teachers on a Bucksmore Home Tuition course agree to:

- Provide Wi-Fi access to students whilst they are on a Home Tuition course and assist with connecting to the network upon student arrival.
- If using the internet to aid with lesson delivery all sites visited will have been viewed by the teacher prior to the lesson to ensure the sites are appropriate for the age of the learner and do not contain any inappropriate material.
- Have a relevant filter/parental controls on the Wi-Fi network for the age of the student on the course to reduce the risk of students accessing any inappropriate websites or content.
- Thoroughly read and familiarise themselves with this e-Safety policy and cooperate in implementing this policy
- Use professional judgement if no specific guidance or policy article exists. If in any doubt, please contact Bucksmore Head Office
- Not take or post photographs or videos of students anywhere on the internet without parental permission of the student and Bucksmore Home Tuition.
- Guide and supervise young learner students' usage of the internet
- Ensure that internet usage during lessons must be for education purposes only and reinforce the lesson content
- Ensure all materials downloaded from the internet comply with copyright and other laws

E1.1.3 Student responsibility

- Students must not deliberately search for anything inappropriate whilst using the internet.
- If they accidentally find anything unsuitable, or that could be deemed offensive, they should inform their host teacher immediately.
- If they see anything they are unhappy with or receive messages they do not like, they should tell their host teacher immediately.
- Students should not tell strangers their names or anything personal about them, or send pictures if they don't know them.
- Students should not use another person's mobile phone/laptop/camera/game devices without permission.
- Any messages or emails sent should always be polite and sensible.
- Students should not take, send or post to any websites/social media networks any pictures of other people without that person/s permission.
- If students are not sure about anything online or how to be safe, they should ask their Home Tuition teacher for help.
- Students should not be friends with teachers or any adult from Bucksmore Home Tuition on Facebook, Instagram, Twitter or another social networking website.

E1.1.4 Responses to cyber-bullying

Cyber-bullying can be defined as “the use of Information Communication Technology, particularly mobile phones and the internet, deliberately to hurt or upset someone.” (DCSF 2007).

The Department of Education and Childnet have produced resources that can be used to give practical advice and guidance on cyber-bullying. See: <http://www.digizen.org/cyberbullying>

Cyber-bullying (along with all forms of bullying) will not be tolerated. Activities conducted outside of Bucksmore Home Tuition or the host teacher's premises that in our opinion constitute cyber-bullying will also be covered by this policy. Instances of Cyber-bullying will be dealt with according to the Bucksmore Home Tuition's anti-bullying policy. All incidents of cyber-bullying reported to the Bucksmore Home Tuition will be recorded.

Bucksmore Home Tuition will take reasonable steps to identify the person(s) responsible for any instances of cyber-bullying such as examining system logs, identifying and interviewing possible witnesses and contacting the service provider and the Police if necessary.

Sanctions may include:

- Informing parents/guardians
- The withdrawal of privileges e.g. to use a phone or to use the Bucksmore Home Tuition teacher's internet facilities
- The person(s) responsible being instructed to remove any material deemed to be inappropriate
- Temporary or permanent exclusion in the most serious cases
- The Police being contacted if a criminal offence is suspected

E1.1.5 Responses

All e–safety complaints and incidents reported will be recorded by Bucksmore Home Tuition on the Incident Log, together with actions taken. Breaches of regulations will be dealt with according to the Bucksmore Home Tuition’s disciplinary and Child Protection procedures. Any instances of cyberbullying will be treated in accordance with the Bucksmore Home Tuition’s anti-bullying policy and will be dealt with thoroughly and appropriately. In such cases, the Academic Manager will apply any sanction that is deemed appropriate and proportionate to the breach including, in the most serious cases, asking a student to leave Bucksmore Home Tuition course. Misuse may also lead to confiscation of equipment in accordance with the Bucksmore Home Tuition's policy on behaviour and discipline.

E1.1.6 Managing Social Media and Social Networking sites

Parents, students and teachers need to be aware that the Internet has emerging online spaces and social networks which allow unmonitored content to be published. Students should be encouraged to think about the ease of uploading personal information, the associated dangers and the difficulty of removing an inappropriate image or information once published. All staff should be made aware of the potential risks of using social networking sites or personal publishing either professionally with students or personally. Examples include: blogs, wikis, social networking, forums, bulletin boards, multi-player online gaming, chatrooms, instant messaging and many others.

Students are advised never to give out personal details of any kind which may identify them and / or their location. Examples include real name, address, mobile or landline phone numbers, teacher’s address, IM and email addresses, full names of friends/family, specific interests and clubs, etc. Similarly students are advised not to place personal photos on any social network space. They should think about how public the information is and consider using private areas.

E1.1.7 Managing mobile phones

Students are permitted to bring mobile phones onto a Bucksmore Home Tuition course where they remain the responsibility of their owners at all times. All phones must not be switched on or used for any purpose in any lesson or other formal Bucksmore Home Tuition occasion unless given clear permission by the teacher.

E1.1.9 Bucksmore Home Tuition conduct

Bucksmore Home Tuition will:

- Not use digital photographs or videos of students or teachers without permission
- Not publish on the company’s website or marketing materials the personal address or contact details of any student or teacher
- Ensure that full names of the teacher or student will not be published