



## **E- SAFETY/ ACCEPTABLE USE POLICY**

Reviewed by: Mandy Ward  
Date: August 2023  
To be reviewed: August 2024

The policy should be read in conjunction with New way Tuition Child Protection & safeguarding Policy.

## **Purpose of This Policy**

New Way Tuition works with children and families to provide tuition and an alternative education provision. We understand that we play a key role in ensuring the safety and wellbeing of children when young people or children are using the internet, social media or mobile devices. New Way Tuition ensures that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

## **How New Way Tuition Promotes the Safe Use of Technology**

- ☐ Both parents and children and parents on behalf of their child sign an Acceptable Use Agreement when their time with New Way Tuition commences.
- ☐ Supervised access to an iPad or laptop may be incorporated into sessions, via a secure guest account with high-level filters to ensure only appropriate content can be accessed.
- ☐ If YouTube is used as a learning resource, videos will be watched by Mandy Ward prior to the session in order to assess suitability. During the session, YouTube will be accessed via <https://safeyoutube.net/>
- ☐ If a library computer is used, this will be supervised and accessed via the child's individual library account login.

## **Legal Framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

Summaries of the key legislation and guidance are available below:

- ☐ Online Abuse: <https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse>
- ☐ Bullying: <https://learning.nspcc.org.uk/child-abuse-and-neglect/bullying>
- ☐ Child Protection: <https://learning.nspcc.org.uk/child-protection-system>

## **New Way Tuition Believes:**

- ☐ Children and young people should never experience abuse of any kind
- ☐ Children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

## **New Way Tuition Recognises:**

- ☐ The online world provides everyone with many opportunities; however it can also present risks and challenges.
- ☐ We have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online.
- ☐ We have a responsibility to help keep children and young people safe online, whether or not they are using New Way Tuition network and devices.
- ☐ All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.
- ☐ Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.

### **New Way Tuition Will Seek to Keep Children Safe By:**

- ☐ Supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others.
- ☐ Supporting and encouraging parents and carers to do what they can to keep their children safe online.
- ☐ Developing an online safety agreement for use with young people and their parents/carers.
- ☐ Developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a child/young person.
- ☐ Reviewing and updating the security of our information systems regularly
- ☐ Ensuring that user names, logins, email accounts and passwords are used effectively.
- ☐ Ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate.
- ☐ Ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given.
- ☐ Examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

### **If Online Abuse Occurs, New Way Tuition Will Respond to it By:**

- ☐ Having clear and robust safeguarding procedures in place for responding to abuse (including online abuse).
- ☐ Engaging in regular training on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation.
- ☐ Making sure our response takes the needs of the person experiencing abuse, any bystanders and our organisation as a whole into account.
- ☐ Reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

### **Further Information**

- ☐ New Way Tuition- Safeguarding and Child Protection policy.
- ☐ NSPCC - E-safety at schools. <https://learning.nspcc.org.uk/research-resources/schools/e-safety-for-schools>
- ☐ NSPCC - Safeguarding and Child Protection. <https://learning.nspcc.org.uk/safeguarding-child-protection>

### **Useful Websites**

- ☐ [CEOP](#) (Child Exploitation and Online Protection)
- ☐ [Childnet](#)
- ☐ [Internet Matters](#)
- ☐ [Net Aware](#)
- ☐ [NSPCC](#)
- ☐ [Parent Info](#)
- ☐ [Safer Internet](#)

## **Appendix A- Child's Acceptable Use Agreement**

### **Acceptable Use Agreement –**

**This Acceptable Use Agreement is intended to ensure that:**

- ☐ Young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- ☐ Systems used/ users are protected from accidental or deliberate misuse that could result in individual and security systems being at risk.
- ☐ Young people will have good access to digital technologies to enhance their learning and in return, expect students to agree to be responsible users.

**This is how we stay safe when we use computers and other devices in sessions:**

- ☐ I will be responsible for my behaviour when using the internet, including social media platforms, games and apps.
- ☐ I will ask tutor if I want to use my own Device.
- ☐ I will not reveal my passwords to anyone.
- ☐ I will only use activities/websites that tutor has told, or allowed, me to use
- ☐ I will take care of the computer/tablet I am allowed to use
- ☐ I will ask for help if I am not sure what to do or if I think I have done something wrong
- ☐ I will tell tutor or my parents if I see something that upsets me on the screen
- ☐ I will listen when rules about online safety are explained so that I know what to do if there is a problem.

Signed (child):

Signed (parent):

Date:

## Appendix B- Parent/Carer Acceptable Use Agreement

### Acceptable Use Agreement – Parent/Carer

**This Acceptable Use Agreement is intended to ensure that:**

- ☐ Young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal, and recreational use.
- ☐ Systems used/ users are protected from accidental or deliberate misuse that could result in individual and security systems being at risk.
- ☐ Parents and carers are aware of the importance of online safety and are involved in the education and guidance of young people about their online behaviour.

New Way Tuition endeavours to ensure that your child will have good access to digital technologies to enhance their learning and will, in return, expect your child to agree to be a responsible user. A copy of the Acceptable Use agreement is attached to this permission form, so that parents / carers will be aware of the expectations of the young people in our care. However, if your child is KS1, you are signing this Acceptable Use Agreement upon their behalf.

Parents are requested to sign below to show their support of Therapeutic Teaching in this important aspect of the provider's work.

Parent / Carers Name:

Student / Pupil Name:

As the parent / carer of the above student I give permission for my son / daughter to have access to the internet during lessons (at home or in the local library) and to a tablet or laptop device owned by New Way Tuition used under supervision during lessons.

I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, online safety education as part of the provision and with my support to help them understand the importance of safe use of technology and the internet – both in and out of lessons.

I understand that Mandy Ward (New Way Tuition) will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and systems. I also understand that Mandy Ward (New Way Tuition) cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

I understand that my son's / daughter's activity on the systems will be monitored and that Tutors (New Way Tuition) will contact me if they have concerns about any possible breaches of the Acceptable Use Agreement.

I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform staff or Mandy Ward (New Way Tuition) if I have concerns over my child's online safety.

The personal data in this form will only be accessed by Mandy Ward.  
It will be stored in secure cloud space in the name of New Way Tuition for the duration of the involvement with your child's educational support, plus three months after case closure in the event of re-involvement. It will then be destroyed by deletion in the cloud storage.

Signed:

(Parent/ carer)

Date: