



# ABLE Education Policy Document

## **STUDENT IT AND E-SAFETY POLICY**

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## 1. Introduction

This IT and E-Safety Policy establishes guidelines for the safe and responsible use of technology and the internet by students accessing tuition services. It aims to protect students, ensure a secure learning environment, and comply with relevant safeguarding and data protection regulations.

## 2. Scope

This policy applies to all students, tutors, staff, contractors, and third parties involved in tuition provided by ABLE Education. It covers the use of online learning platforms, email, social media, and all internet-enabled devices used for learning purposes.

## 3. Responsibilities

- **Students:** Must use the internet responsibly, follow safety guidelines, and report any concerns.
- **Tutors:** Ensure safe and appropriate use of online learning tools and monitor student behaviour.
- **IT Teams:** Maintain security measures, investigate e-safety incidents, and provide guidance.
- **Parents/Guardians:** Support e-safety awareness and reinforce responsible internet use at home.

## 4. Acceptable use of IT & internet

- **Students:** Must use the internet responsibly, follow safety guidelines, and report any concerns.
- **Tutors:** Ensure safe and appropriate use of online learning tools and monitor student behaviour.
- **IT & Safeguarding Team:** Maintain security measures, investigate e-safety incidents, and provide guidance.
- **Parents/Guardians:** Support e-safety awareness and reinforce responsible internet use at home.

## 5. Online safety measures

- All online lessons must be conducted through approved and secure platforms.
- Tutors and students should use appropriate language and behaviour in online interactions.
- Parental controls and filtering software should be encouraged to enhance security.

## 6. Cyberbullying & inappropriate conduct

- Cyberbullying, harassment, or any form of online abuse will not be tolerated.
- Any incidents must be reported immediately to the tutor or safeguarding officer.
- Consequences may include suspension from lessons and further disciplinary actions.

## 7. Monitoring & incident reporting

- IT systems are monitored for security and safeguarding purposes.
- Any suspected breaches, cyber threats, or e-safety concerns must be reported immediately.
- Students and parents can report issues to the tutor who will escalate internally.

## 9. Policy breaches

Failure to adhere to this policy may result in:

- Restricted access to online learning platforms.
- Temporary or permanent suspension from tuition services.
- Legal action where appropriate.

## 10. Modifications to this policy

ABLE Education reserves the right to modify or update this Student IT and e-Safety policy at any time. Any changes will be communicated to students and their guardians via email or posted on our website.