



Educ8

Education Delivered with Utmost Care

Educ8 (Luton) Ltd

(Hereinafter referred to as "Educ8")

A bespoke 1:1 tuition service, where the education delivered is tailored to meet the exact requirements of the student involved.

INTERNET, E-MAIL, AND VIRTUAL LEARNING POLICY

Rationale

Our aim is to ensure the effective and appropriate use of the internet and email, thereby safeguarding the welfare of both tutors and students.

All tutors, administrative staff, and students must recognise that standard email is not a secure form of communication. Messages may pass through external networks, and therefore sensitive or confidential information should only be shared using secure and approved methods.

The use of the internet within the organisation supports the delivery of education, raises attainment, and enhances professional practice. Internet access is an essential element of modern education, communication, and learning.

Definition

The internet is a global network of interconnected systems providing access to information and communication services using standardised protocols.

Email refers to electronic messages sent between users via computer networks.

Aims

- To safeguard the welfare and safety of tutors and students when using digital technologies
- To protect sensitive and confidential information
- To ensure appropriate and responsible use of internet and email systems
- To prevent misuse, whether intentional or accidental
- To protect the reputation of the organisation and its staff
- To ensure compliance with relevant legislation and safeguarding requirements
- To support safe digital communication in educational delivery

Practice

No tutor or student shall send, forward, or receive emails that may reasonably be interpreted as offensive, inappropriate, or disruptive.

Prohibited content includes (but is not limited to):



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- Sexually explicit material
- Unwelcome or inappropriate messages or propositions
- Profanity, obscenity, slander, or libel
- Racist, ethnic, religious, or discriminatory language
- Content relating to political beliefs in a discriminatory or inappropriate context
- Any material that could be interpreted as harassment or discrimination

Monitoring

Internet Use

Users must not post material online (including social media or forums) that could bring the organisation into disrepute or be considered offensive or inappropriate.

Users must not present themselves as representatives of the organisation unless authorised to do so.

Any illegal or safeguarding concerns identified online will be reported to the appropriate authorities, including the police where necessary.

All login credentials must be kept secure and must not be shared under any circumstances. Any suspicious activity must be reported immediately to the Company Director, Nigel Jones.

Email Use

All email communications may be monitored and reviewed by the organisation to ensure compliance with policy, safeguarding requirements, and system security.

Users should not assume any email communication is private, even if marked "confidential".

Email must not be used for:

- Commercial activity or advertising
- Political campaigning
- Gambling or personal financial gain
- Chain letters or anonymous messaging
- Signing up to non-approved mailing lists

Users are responsible for all emails sent from their accounts.

All communication must comply with UK law, including but not limited to:



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- UK GDPR and Data Protection Act 2018
- Computer Misuse Act 1990
- Copyright and intellectual property legislation

Virtual Learning

The Designated Safeguarding Lead (DSL), Deputy DSL, and tutors must take appropriate safeguarding precautions when delivering virtual tuition (including email, telephone, video calls, or other online platforms).

Tutors must:

- Obtain parental/carers consent prior to any virtual tuition
- Record consent and details of virtual sessions in student reports
- Ensure communication is appropriately logged and reported
- Where applicable, ensure a responsible adult is present in the home during sessions
- Ensure learning takes place in appropriate and safe environments (not bedrooms where possible)
- Ensure clothing and behaviour are appropriate for all participants
- Not record, store, or share any virtual sessions under any circumstances
- Not share content on social media or external platforms
- Report any safeguarding disclosures immediately in line with safeguarding procedures
- Ensure communication occurs only within agreed tuition times

In some agreed cases with commissioning bodies, sessions may take place without an adult present, provided risk assessment and safeguarding arrangements are in place.

References

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Computer Misuse Act 1990
- Department for Education: Keeping Children Safe in Education (2024)
- Department for Education: Providing Remote Education Guidance



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Review

N K Jones
September 2026

Review Date
September 2027