

E-Safety Guidelines for Online Learning

E-safety: At UKEC Academy we encourage all our students to be safe when online:

- Do not trust — not everything you see online is true and not everyone online is telling the truth
- Do not give out personal details to people or websites you do not know
- Do not arrange to meet someone you have met online
- Do not accept files or images from people or websites you do not know.
- Do not open emails or links if you are not sure what they contain.
- Always speak to a member of staff if you see or receive something online that you are not sure of.

During Online Lessons:

- Use your real name as your ID.
- Make a note of your login details – do not share these with anyone else.
- Dress appropriately for lessons
- Study in an open space and try to join lessons in a room with no distractions where you can fully concentrate on learning.
- Have your camera and microphone turned on unless the teacher asks otherwise.
- Wait for your teacher to call you to join a meeting, do not call teachers or other staff using video chat. If you have any problems please speak to your personal tutor.
- If you are going to be late or miss a lesson please inform your personal tutor.

Conduct:

UKEC Academy's policies can and should be applied to an online learning setting. Please see the following policies for guidance:

- Attendance and Absence Policy
- Behaviour Policy
- Lateness Policy
- Equal Opportunities Policy
- Safeguarding and Child Protection Policy

Safety Measures by UKEC Academy:

- Closed/locked video chats and rooms.
- Scheduled online timetable
- Use of legitimate software with inbuilt security
- All contact with students is from business accounts – never personal.
- Each student is provided with an individual personal tutor.
- Students will never be left in a chat/room unattended; a member of staff or group leader will always be present.
- Lessons will not be recorded without student's knowledge and will only ever be recorded when necessary and for educational purposes.
- All staff are DBS checked, trained in safeguarding and online teaching and use of software.

If you have any questions about policies or online learning and e-safety please contact info@ukecacademy.com.