

Internet and Email policy

Aims and Objectives of This Policy

This policy describes the practices and rules to be followed for the safe and responsible use of SWP Training computers and email systems and for accessing the internet. It includes e-Safety and the regulations to protect students and SWP Training by describing acceptable/unacceptable internet use.

Background

- SWP Training owns the computer network and can set rules for its use. Therefore, it reserves the right to monitor use to ensure all material kept on or accessed through the network is appropriate for an educational context.
- All network and Internet use must be appropriate to education, and intellectual property rights must be respected.

Rules for Employees

- An email address is provided for responsible use on Company business and should not be used in any other way.
- Messages should be written carefully and politely, particularly as email could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Only use official email addresses when contacting schools/professionals.
- Do not reveal confidential or sensitive information through email, personal publishing, blogs or messaging.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes is prohibited.
- Only software packages properly authorised and installed by the Company may be used on Company equipment. Therefore, you must not load any unauthorised software onto Company computers.
- You must only refer to the Company or its services or represent yourself on behalf of the Company on social media with formal permission from the Company to do so.

Rules for Students

- Access to computers and the Internet is provided for educational purposes only. All internet use is monitored, and accessing pornographic or other unsuitable material is strictly prohibited.
- Student emails should be used only for schoolwork, and all applications (Microsoft 365) will be monitored.
- Check before downloading or installing software or doing anything that could damage the computer system.
- Do not use the internet to do anything that hurts other people.
- Use for gambling or illegal purposes is not permitted.
- If you have any concerns about cyberbullying, internet material, online friends, messages, or any other e-safety issue, report it to a member of staff.

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Implementation of This Policy

All SWP Training students are given a copy of our Student leaflet. This outlines the standards of behaviour and conduct expected of students and includes the e-Safety rules above. The leaflet's contents will be explained clearly to new students during the induction meeting. Feedback is routinely sought from students, referring schools, and parents/carers on all aspects of our provision and policies, which are reviewed regularly.

Responsibilities of Employees

SWP Training employees will:

- Demonstrate, for example, the safe use of the internet.
- Supervise students while using computers and accessing the internet and restrict access to any sites deemed inappropriate.
- Set appropriate levels of internet security on all computers to restrict access to inappropriate materials.

Continuous Professional Development of Staff

SWP Training will provide staff training on e-Safety as part of employee's personal development plans.