



Swift Learning- Safe Use of Electronic and Social Media Policy

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1. Purpose

Swift Learning values the use of technology and social media but recognises the importance of maintaining professional boundaries and ensuring the safety and wellbeing of all learners and staff. This policy outlines clear expectations regarding the use of phones, electronic devices, laptops, and social media for everyone on site.

2. Use of Laptops Provided by Swift Learning

- Laptops issued by Swift Learning are for educational use only and must be used responsibly and respectfully.
- Students must only use laptops under the supervision or with the permission of Swift Learning staff.
- The laptops should be used in accordance with Swift Learning's Acceptable Use Policy and any additional instructions provided by staff.
- Installation of unauthorised software or applications is prohibited.
- Laptops must not be used to access inappropriate websites, share confidential information, or engage in any form of cyberbullying or harassment.
- Any damage, loss, or malfunction of laptops should be reported immediately to Swift Learning staff.
- Swift Learning reserves the right to monitor usage of laptops to ensure compliance with this policy and to safeguard learners and staff.

3. Phone and Device Use

For Staff:

- Staff must not have their mobile phones or personal electronic devices visible or in use while students are onsite, except during scheduled breaks and only when away from students.
- Personal phone use during sessions or when supervising learners is prohibited to maintain focus and professionalism.
- Staff phones should be kept on silent or switched off during working hours on site.
- The online Lead Tutor will have a visible Swift Learning phone onsite, which will be used exclusively to contact stakeholders, parents, and carers. This phone is the only exception to the rule about visible phones during sessions.
- Staff must not add, follow, or connect with any current learners on personal social media platforms. All communication with learners must be through approved, professional channels.
- Staff social media profiles should be set to private to maintain clear boundaries between professional and personal lives.

For Students:

- All students must hand in their mobile phones on arrival. Phones will be securely stored in a lockable cabinet and returned only when students leave the premises.
- Use of phones during sessions is not permitted unless explicit permission is given by staff for specific educational or SEN-related reasons.
- Phones and other electronic devices should not be used in a manner that disrupts learning or compromises safety.

4. Social Media Conduct

For Staff:

- Staff must maintain professional and appropriate behaviour on all social media platforms.
- No sharing of confidential information, photos, or videos of learners or Swift Learning activities without explicit consent.
- Staff should avoid posting content that could harm the reputation of Swift Learning or individuals associated with it.

For Learners:

- Learners are expected to use social media respectfully, refraining from bullying, harassment, or sharing inappropriate content.
- Swift Learning will provide guidance and support to promote safe and responsible online behaviour.

5. Reporting Concerns

- Any inappropriate use of phones, laptops, or social media by staff or learners should be reported immediately to Swift Learning management.
- Swift Learning will take appropriate action, which may include disciplinary procedures or safeguarding interventions.
- In cases where there are allegations or concerns of abuse or misconduct involving children, Swift Learning will report these to the Local Authority Designated Officer (LADO) in line with statutory safeguarding procedures.

6. Consequences of Breach

Any breaches of this policy, including but not limited to staff using phones inappropriately on site, adding students on personal social media, misuse of laptops, or failing to keep profiles private, will result in Swift Learning's disciplinary process being triggered.

This applies equally to learners who do not follow the rules regarding phone use, laptop use, or social media behaviour. Appropriate actions will be taken to address the breach and ensure the safety and wellbeing of everyone at Swift Learning.

7. Review

This policy will be reviewed annually or as necessary to reflect changes in technology, legal requirements, or operational needs.

Date of Policy Approval: 01.09.2025

Next Review Date: 01.09.2026