



## **RD Homeschool LTD Online Tuition Technology Usage Policy 2025 - 2026**

At RD Homeschool LTD, we aim to provide a safe, effective, and productive online learning environment. This Technology Usage Policy outlines the appropriate use of technology for students and tutors participating in online tuition sessions.

### **1. Purpose**

- **Objective:** To ensure that all technology used in online tuition sessions is utilised responsibly, securely, and effectively to enhance the learning experience.
- **Scope:** This policy applies to all students, parents/guardians, tutors, and staff involved in online tuition.

### **2. Acceptable Use**

- **Approved Platforms:** Online tuition sessions must be conducted on platforms approved by RD Homeschool LTD, such as Zoom, Microsoft Teams, or Microsoft OneNote. These platforms have been selected for their security features and ease of use.
- **Access:** Only authorised users (students, tutors, and approved staff) are permitted to access online tuition sessions. Sharing access credentials with unauthorised individuals is strictly prohibited.
- **Device Usage:** Students and tutors should use reliable devices with up-to-date software and security features. It is recommended to use a desktop computer, laptop, or tablet for the best learning experience.
- **Internet Connection:** A stable and high-speed internet connection is required to ensure smooth and uninterrupted sessions.

### **3. Security and Privacy**

- **Personal Information:** Protecting personal information is crucial. Students and tutors should not share personal information (e.g., home address, phone number) during sessions. Any necessary communication should be conducted through secure, approved channels.
- **Session Security:** Tutors should use unique meeting IDs and passwords for each session to prevent unauthorised access. Waiting rooms and other security features should be enabled when available.
- **Recording Sessions:** Sessions may be recorded for safeguarding and quality assurance purposes with prior consent from parents/guardians. Recorded sessions will be stored securely and only accessible by authorised personnel.
- **Data Protection:** All personal data collected will be handled in accordance with data protection regulations. RD Homeschool LTD is committed to protecting the privacy and security of all participants' information.



#### 4. Conduct and Behaviour

- Respectful Environment: All participants are expected to maintain a respectful and positive learning environment. Disruptive, disrespectful, or inappropriate behaviour will not be tolerated.
- Appropriate Attire and Setting: Students and tutors should be dressed appropriately for online sessions and participate from a quiet, distraction-free environment.
- Academic Integrity: Students must adhere to principles of academic integrity. Cheating, plagiarism, and other forms of dishonesty are prohibited.

#### 5. Responsibilities

##### Students and Parents/Guardians

- Ensure that the student has access to the necessary technology and internet connection.
- Monitor the student's participation in online sessions, ensuring that they adhere to this policy.
- Report any technical issues or concerns to the tutor or RD Homeschool LTD staff promptly.

##### Tutors

- Prepare and conduct sessions using approved platforms, ensuring all security measures are in place.
- Maintain a professional and supportive online teaching environment.
- Address any technical issues or inappropriate behaviour immediately and report them to RD Homeschool LTD management if necessary.

#### 6. Technical Support

- Support Access: RD Homeschool LTD provides technical support for any issues related to the use of approved platforms and technologies. Contact [ITSuport@rdhomeschool.com](mailto:ITSuport@rdhomeschool.com) for assistance.
- Training: Tutors will receive training on the use of technology for online tuition. Students and parents/guardians can also request guidance on best practices for participating in online sessions.

#### 7. Consequences of Policy Violation

- Minor Infractions: Minor violations of this policy will be addressed with a warning and guidance on correct behaviour.
- Major Infractions: Major or repeated violations may result in suspension or termination of online tuition services. Parents/guardians will be informed of any serious issues and involved in resolving them.

#### 8. Policy Review

- Regular Updates: This policy will be reviewed annually or whenever there are significant changes in technology or best practices.
- Feedback: Feedback from students, parents/guardians, and tutors is encouraged to continuously improve our technology usage practices.



Thank you for your cooperation in adhering to this Technology Usage Policy. If you have any questions or need further clarification, please do not hesitate to contact us at [contact@rdhomeschool.com](mailto:contact@rdhomeschool.com).