

## Staying Safe Online

NWTC have a responsibility to ensure the safety of learners during online sessions. And to ensure learners are aware of online threats and how to avoid them. In addition to current procedures learners are asked to comply with an “Online User Agreement from 2021 intake.” The document outlines how we aim to achieve these things and what your responsibilities are. It is an agreement between NWTC and learners to ensure safety online.

NWTC aim to provide education, support and information on the following topics:

- Protecting your personal information
- Identifying reputable information and harmful content
- Being respectful online
- Awareness of radicalisation and extremism
- How to report online concerns

## Useful External Resources

Barnardo's	<a href="http://www.barnardos.org.uk/online-safety">www.barnardos.org.uk/online-safety</a>
Child Exploitation and Online Protection (CEOP)	<a href="https://www.ceop.police.uk/safety-centre/">https://www.ceop.police.uk/safety-centre/</a>
Internet Matters	<a href="https://www.internetmatters.org/">https://www.internetmatters.org/</a>
Safer Internet	<a href="https://www.saferinternet.org.uk/">https://www.saferinternet.org.uk/</a>
Think U Know	<a href="https://www.thinkuknow.co.uk/">https://www.thinkuknow.co.uk/</a>
Snope	<a href="https://www.snopes.com/">https://www.snopes.com/</a>
Police Digital Security Centre	<a href="https://www.policedsc.com/security-advice/safeguarding">https://www.policedsc.com/security-advice/safeguarding</a>
Cyber Security	<a href="https://www.ncsc.gov.uk/cyberaware/home">https://www.ncsc.gov.uk/cyberaware/home</a>
Spot and prevent online grooming and radicalisation	<a href="https://www.britishcouncil.org/anyone-anywhere/explore/dark-side-web/online-grooming-radicalisation">https://www.britishcouncil.org/anyone-anywhere/explore/dark-side-web/online-grooming-radicalisation</a>

## **Apprentice Guide - get the most out of your online lesson and stay safe**

**1. Introduction** a. Microsoft Teams may be used for some or all your training during the COVID 19 pandemic. You should treat your Team lesson the same as you would if you are in the centre.

**2. Safeguarding:** a. NWTC is committed to providing a secure environment for all, in line with this commitment all delivery will be recorded to aid training and development going forward. If you have any concerns or questions regarding this matter, please email your Instructor/Tutor before the lesson to discuss your concerns/questions.

**3. The following guidance should help to prepare you for your upcoming Microsoft Teams lesson:** a. Ensure you can assess Microsoft Teams on your device prior to the lesson. As well as being compatible on PC's/Laptops, Microsoft Teams is also available for mobile phones and tablets. Should you not have access to any of these please contact your tutor who will give advice. Ensure that you test your technology – your microphone, your camera etc. Make sure everything is working as it should so you can avoid any last-minute issues.

b. Microphone: We recommend if you are not answering a question that you put yourself onto mute to prevent background interference. Once you have answered/asked your question, you should also mute your microphone so you can clearly hear the tutor and other members of the class. Please try and speak slowly and clearly; Microsoft Teams may cut out for fractions of a second subject to internet connection. Should this happen, please do ask the deliverer to repeat anything you may have missed.

c. Set up a distraction-free area: Find a suitable location within your home to attend your lesson. If possible, somewhere with as much of a blank wall as possible and minimal distractions, it may be useful to set a background so your environment can't be seen by others in the lesson. Setup your workspace ahead of time to ensure you will be comfortable in this location for the duration of the lesson. You should be suitably dressed and not in pyjamas or other such clothing. Although you are not attending the lesson at the centre, it is important you are still dressed appropriately. Ensure that you remain actively engaged in the session and that you keep your camera on so the tutor can see you. This helps the tutor to check on your engagement.

d. For more information and guidance in operating Microsoft Teams click on the Help button at the foot of the main page in Teams for guides.

## Staying Safe Online User Agreement

ALL LEARNERS ARE EXPECTED TO ADHERE TO THE GUIDANCE AND RULES CONTAINED WITHIN THIS DOCUMENT

### Rules

- I will only use technology for college purposes as directed by my Tutor/Instructor.
- I will not record or take photos of my classmates or Instructors/Tutors during a face-to-face session.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Teams and other interactive applications), this includes the resources I access and the language I use.
- I will make sure that all my communication with students, Instructors/Tutors or others using technology is responsible and sensible. If sending email, I will only use my college email account.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my Instructor/Tutor.
- I understand that when using TEAMS and other applications provided by the college that my use can be monitored and logged and can be made available to my Instructors/Tutors.
- I understand that these rules are designed to help keep me safe and that if they are not followed, college sanctions will be applied and if appropriate my parent may be contacted.

### Guidelines

When using Teams, remember that this is an extension of the classroom/workshop, and you should conduct yourself as you would in a classroom. This includes:

- Video conferencing from an environment that is quiet, safe and free from distractions (preferably not a bedroom)
- Be on time for your interactive session
- Be dressed appropriately for learning (i.e. no pyjamas)
- Remain attentive during sessions
- Interact patiently and respectfully with your Instructors/Tutors and peers
- Provide feedback to Instructors/Tutors about your experiences and any relevant suggestions
- You MUST NOT record each other's online interactions.
- Make sure you end the session as soon as the teacher indicates to do so.