



Digital Education

Everything you need to know



Beacon Plus
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INTRODUCTION

The internet is a very important part of our lives today and setting up an agreement can help ensure that everyone at the Beacon Plus is safe when navigating the online world. It gives us the opportunity to agree together how to behave in a positive way and what to do when things go wrong.

It is difficult to have complete control over anyone's internet usage, however an online safety agreement is a great way for us all to have clear expectations for positive and safe internet

Kent County Council understands the importance of young people and adults being able to use the internet for education and personal development. This includes social media platforms, games and apps. We aim to support young adults in making use of these in our work.

However, we also recognise that safeguards need to be in place to ensure everyone is kept safe at all times. This agreement is part of our overarching code of behaviour for learners, staff and volunteers. It also fits with our overarching online safety policy.

This agreement is to support all of us working together in a group or one-to-one, as well as when you are doing your own things in a digital world.

FOLLOW US



The Beacon Plus

LEARNER AGREEMENT

Make sure you read this, understand it and discuss it with your parents/ carers. If you need to talk about anything, just contact Beacon Plus.

- ◆ I will be responsible for my behaviour when using the internet, including social media platforms, games and apps. This includes the resources I access and the language I use.
- ◆ I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff.
- ◆ I will not send anyone material or say anything, that could be considered threatening, bullying, offensive or illegal.
- ◆ I will not give out any personal information online, such as my name, phone number, address or share passwords.
- ◆ If I am concerned or upset about anything I see on the internet or any messages that I receive, I know I can talk to a member of staff, my parents or another responsible adult.
- ◆ I understand that my internet use, or digital youth work with Beacon Plus will be monitored and logged and can be made available to the others if there are any concerns of safety.
- ◆ I understand that these rules are designed to keep me safe and that if I choose not to follow them, Beacon Plus staff may contact my parents/carers, stop me using the internet at Beacon Plus or reduce access to online sessions or other sanctions.
- ◆ I will treat all individuals with respect, dignity and observe people's rights to personal privacy by ensuring that my own language, tone of voice and body language are respectful.
- ◆ I will refrain from taking photos or videos of any part of group video chats to protect the anonymity of myself and others.
- ◆ I will be prepared for group video work by checking my video and audio are working and considering where I will be sitting for an appropriate backdrop, in a space that is quiet and not overlooked. I will be appropriately dressed.
- ◆ During any video group chat, I will observe the group's rules which will include listening to others and being courteous, allowing others to speak, muting my microphone and using the chat facility to alert staff if I feel I am not able to speak out.
- ◆ I understand that staff will contact my parents/carers if they feel I am at any risk.
- ◆ If I notice anything I am unsure about, I will contact the staff in charge of the session via the Beacon Plus phone number or via the chat facility.

PARENT/CARER'S AGREEMENT

If you need to talk about anything, just call Beacon Plus.

- ◆ I will be responsible for supporting my young adult to access the internet at Beacon Plus and any online learning sessions ensuring they have an email address to use and a quiet, appropriate space.
- ◆ I will help my young adult to learn to use tech safely and positively supporting the online safety messages from staff, including what personal information they should not reveal online.
- ◆ For home digital media use, I will consider setting boundaries and consider using filtering software.
- ◆ I will consider working with my young adult to create a family media agreement with tech free zones such as bedrooms when it's bedtime and meals.
- ◆ I will support my young adult to learn to filter information online and navigate fact from fiction and explore digital dilemmas with them.
- ◆ I will not support my young adult to engage with sites, social media platforms or games without the correct age restrictions.
- ◆ I will take an interest in my young adult's favourite apps or sites and consider co-view or co-creating at times.
- ◆ I will explore reliable resources for parents so I can educate myself to support my young adult with informed decision making.
- ◆ I will discuss the Learner Agreement with my young adult and ensure it is fully understood.
- ◆ I will support the Beacon Plus team to manage any breaches that may occur in the Learner Agreement which may include involvement with other agencies or services.
- ◆ I will raise any questions, concerns or issues I have with the Beacon Plus team directly.
- ◆ I will sign and return the attached consent form for my young adult
- ◆ I will report and block any concerning online activity using advice from: www.thinkuknow.co.uk/parents/



BEACON PLUS

If you need to talk about anything, just call Beacon Plus

- ◆ Beacon Plus will support any learner to access the internet at Beacon Plus and any online learning sessions if all the agreements and consents are in place.
- ◆ Beacon Plus will support learners to use tech safely and positively while also supporting the online safety messages.
- ◆ The staff will invite you to be part of a video group session via a Kent County Council email and will record, monitor and evaluate your participation.
- ◆ The staff will discuss any concerns with your parents/carers and if needed, other agencies and services to help and support your being safe.
- ◆ The staff will ensure they are in an appropriate quiet space with the correct equipment for a video session.
- ◆ Staff will never use their personal profiles, emails etc. and will not accept any friends or follow requests. They will report these to the Head of Centre.
- ◆ Staff will not send any friend or follow requests. These must be reported.
- ◆ The staff team will manage any breaches that may occur in the Learner Agreement.
- ◆ The staff team will listen and take action if required to any questions, concerns or issues raised by learners or their parents/carers.
- ◆ The staff team will not allow anyone to be part of online sessions without receiving the signed consents.
- ◆ The staff team will work with KCC policy and guidance for Safeguarding and Digital work.
- ◆ Staff will follow all of the National Youth Agency Ethical and Professional Principles.
- ◆ Beacon Plus will review this agreement annually.



USEFUL INFO

If you need to talk about anything, just call the Beacon Plus mobile.

- ◆ All Video Sessions will take place using Microsoft (MS) Teams or Google Classroom. To take part, Beacon Plus will need a valid email address and signed consent forms.
- ◆ MS Teams app will need to be downloaded. This is free.
- ◆ Google Classroom requires you to create an account. This is free.
- ◆ Staff also use text and WhatsApp to communicate with learners.

ONLINE SAFETY LINKS

- ◆ [Thinkuknow](#) is a superb resource which has advice for young adults, parents and staff about keeping safe in the online world.
- ◆ [Parents Protect](#) provides resources for families who want to go online safely.
- ◆ [Childnet International](#) has many resources for parents, young people and professionals.

ONLINE SAFETY TIPS

If you have any concerns or worries,
SPEAK UP!

1. Keep Personal Information Limited.
2. Keep Your Privacy Settings On.
3. Practice Safe Browsing.
4. Be Careful Who You Meet Online.
5. Be Careful What You Download.
6. Choose Strong Passwords.
7. Make Online Purchases From Secure Sites.
8. Be Careful What You Post.
9. Make Sure Your Internet Connection is Secure.
10. Keep Your Antivirus Up To Date.
11. Take Regular Breaks from Screen Time.
12. If It Sounds Too Good To Be True, It Is!

Beacon Plus

Consent Form for learners taking part in online learning sessions



I agree to (full name) _____

Date of Birth: _____

Taking part in online sessions organised by Beacon Plus.

I am aware that my young adult will need to download the MS Teams App.

I am aware that my young adult will need a Google Classroom account.

I am aware that my young adult will need to provide the staff with an email address so they can be invited to sessions using Microsoft Teams. The email address to be used is:

I confirm I have read and agree with the parent's agreement in the digital youth work guide.

YES/NO

I confirm my young adult has read, understands and agrees with the learner agreement in the digital education guide.

YES/NO

Photographs and Digital Recordings

The code of conduct for the sessions request that no recordings or photographs are taken/made during the sessions however this is a risk whilst online. The staff will remain vigilant to threats and alert you to any possible breaches if known.

Beacon Plus

Consent Form

To be returned to Beacon Plus



GDPR

Beacon Plus works in an integrated way with other services teams in KCC and with partner organisations to ensure we deliver the best possible outcomes for children, young people, adults and families in Kent.

We collect and use your personal information to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

We use your information to: Enable integrated working with other teams and organisations to ensure you receive the right support at the right time; plan and provide the most appropriate level of support to you and your family; and evaluate and quality assure the services we provide.

We may share your information with: Teams within Kent County Council working to improve outcomes for young people and adults; commissioned providers of local authority services; schools; and partner organisations signed up to the Kent & Medway Information Sharing Agreement, where necessary, which may include health, housing providers, Police, school nurses, doctors and mental health workers.

Declaration

Learner Sign:Date:

Parent Sign:Date:

Parent Full name (print):