

Online Safety and Learner Conduct Policy

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Learner-Friendly Summary

SBK Teaching Standards is committed to providing a safe, respectful, and secure online learning environment. This policy explains how learners are expected to behave online, what is not allowed, how online activity is monitored, and how to report concerns. Limited learner-to-learner interaction is available through forums and comments, and all users must follow the rules to keep the learning community safe.

1. Purpose

The purpose of this policy is to:

- Promote safe and responsible online behaviour
- Protect learners, staff, and the organisation from harm
- Set clear expectations for conduct on Moodle Cloud and associated platforms
- Support safeguarding, Prevent, and data-protection responsibilities
- Ensure compliance with UK GDPR and relevant legislation

2. Scope

This policy applies to:

- All learners enrolled on SBK Teaching Standards courses
- All online interactions via Moodle Cloud, email, and Facebook
- All content uploaded, shared, or submitted through the platform
- All forums, comments, and limited learner-to-learner interactions
- All devices used to access SBK Teaching Standards services

3. Online Learning Environment

SBK Teaching Standards delivers:

- Fully online, asynchronous learning
- No live sessions
- Limited learner-to-learner interaction (forums and comments only)
- Communication via:
 - Email
 - Moodle messaging
 - Facebook message

There is **no phone contact** and **no real-time chat**.

4. Behaviour Expectations

Learners **must**:

- Use respectful, professional, and inclusive language
- Treat others with courtesy and dignity
- Engage constructively in forums and comments
- Follow all instructions for assessments and submissions
- Protect their login details and personal information
- Report concerns promptly
- Use AI tools responsibly and in line with the AI Use in Assessments Policy

Learners **must not**:

- Harass, bully, intimidate, or target others
- Share harmful, extremist, or illegal content
- Upload inappropriate, explicit, or violent material
- Misuse Moodle messaging or forums
- Impersonate others or create false accounts
- Attempt to access restricted areas or bypass security
- Upload malware, harmful links, or spam
- Share copyrighted materials without permission
- Share assessment answers or attempt to cheat
- Upload AI-generated work without disclosure (see AI policy)
- Share personal data belonging to others

5. Prohibited Online Behaviours

The following behaviours are strictly prohibited:

- Hate speech or discriminatory language
- Extremist, radicalising, or terrorist-related content
- Sexual content or sexually explicit material
- Threats, violence, or incitement
- Malware, viruses, or harmful code
- Spam, advertising, or promotional content
- Sharing SBK Teaching Standards copyrighted materials
- Sharing assessment questions, answers, or model responses
- Uploading AI-generated content without disclosure
- Posting personal data of others (doxxing)

Any breach may result in disciplinary action.

6. Monitoring

SBK Teaching Standards monitors online activity for:

- **Safeguarding**
- **Prevent**
- **Academic integrity**
- **Platform security**
- **Quality assurance**

Monitoring includes:

- Moodle activity logs
- Forum posts and comments
- Assessment submissions
- Messaging behaviour patterns

There is **no live monitoring**, **no video**, and **no real-time chat**.

Monitoring is proportionate, lawful, and aligned with the Data Protection & Information Security Policy.

7. Reporting Concerns

Learners can report concerns about online safety, conduct, or inappropriate behaviour through:

- **Email:** SBK-teaching-standards@outlook.com
- **Moodle messaging**
- **Facebook message**

Reports may relate to:

- Bullying or harassment
- Extremist or radicalising content
- Safeguarding concerns
- Misuse of the platform
- Academic misconduct
- Data-protection issues

All concerns are handled confidentially.

8. Consequences for Misconduct

SBK Teaching Standards applies a **standard enforcement approach**:

8.1 First breach

- Warning issued
- Guidance provided

8.2 Repeated or serious breach

- Temporary removal of access
- Review under the Malpractice Policy

8.3 Severe breach

- Permanent removal from courses
- Referral to external authorities where required (e.g., safeguarding, Prevent, police)

9. Digital Wellbeing and Safe Online Practice

SBK Teaching Standards encourages learners to:

- Take regular breaks
- Use secure passwords
- Avoid oversharing personal information
- Be cautious when clicking links
- Use secure, private devices where possible
- Maintain respectful boundaries online

10. Protecting Personal Data Online

Learners must:

- Keep login details confidential
- Avoid sharing screenshots of course content
- Not upload personal data belonging to others
- Follow the Data Protection & Information Security Policy

11. Safe Use of Social Media

When engaging with SBK Teaching Standards on social media:

- Use respectful language
- Do not share assessment content
- Do not post personal data
- Do not impersonate SBK Teaching Standards
- Do not misuse the Facebook messaging channel

12. Linked Policies

This policy should be read alongside:

- **Safeguarding Policy**
- **Prevent Duty Statement**
- **Data Protection & Information Security Policy**
- **Complaints Policy**
- **Assessment Policy**
- **Malpractice Policy**
- **Terms and Conditions of Service**
- **AI Use in Assessments Policy**

13. Review Cycle

This policy is reviewed **annually**, or sooner if:

- New online features are introduced
- Risks change
- Legislation or guidance changes
- Safeguarding or Prevent requirements change