

## ND SEND Specialists Ltd.

### IT and Internet Policy

Designation	Name	Date	Signature
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Monitoring & Evaluation	
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#### Document Version Control

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1.0	Initial Set-up of Policy	08/05/2025

#### Linked Policies

NDSENDs e-Safety and Acceptable Use Policy
NDSENDs Privacy Policy
NDSENDs Safeguarding Policy



## IT and Internet Policy

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# IT and Internet Policy

## 1. Purpose

This policy outlines the responsible, safe, and appropriate use of IT systems and internet services provided or supported by ND SEND Specialists Ltd. It aims to protect all children and young people (CYP), families, and professionals engaging with our services, particularly those with SEND and neurodivergent needs.

## 2. Scope

This policy applies to:

- All digital platforms, devices, and software used by ND SEND Specialists Ltd for service delivery
- All CYP, parents/carers, and professionals engaging in online sessions or communications
- All forms of digital communication, including email, messaging, and video conferencing

## 3. Principles of Safe Use

ND SEND Specialists Ltd is committed to:

- Promoting digital safety, privacy, and respectful online behaviour
- Supporting CYP to develop healthy and secure online habits
- Ensuring all content and communications are appropriate, inclusive, and secure

## 4. Acceptable Use Guidelines

- CYP must access online sessions under the supervision of a parent/carer, where appropriate
- Only platforms agreed in advance (e.g., Zoom, Teams, secure email) will be used for communication
- No unauthorised screen recording, screenshots, or sharing of session content is permitted
- Communication must remain respectful, safe, and professional at all times



## 5. Anti-Bullying Statement

ND SEND Specialists Ltd believes that all children and young people have the right to learn, communicate, and interact online in a safe, supportive, and respectful environment. Bullying in any form—verbal, emotional, physical, or cyber—is not tolerated.

### 5.1 Definition:

Bullying is defined as the repetitive, intentional harming of one person by another, where there is an imbalance of power. In an online context, this includes cyberbullying through texts, emails, images, messages, social media, or other digital means.

### 5.2 Our Commitment:

- We prioritise the wellbeing of CYP and promote a culture of kindness, respect, and digital responsibility.
- We recognise that CYP with SEND or neurodivergent profiles may be particularly vulnerable to bullying and require additional support and protection.
- We actively work to prevent bullying through positive modelling, clear expectations, and ongoing guidance.

### 5.3 Monitoring:

- All digital communication and online learning activities are conducted using secure, monitored platforms approved for safeguarding use.
- As a sole practitioner, I maintain direct oversight of all sessions and communication.
- Concerning language, behaviour, or patterns of exclusion are logged and reviewed in line with safeguarding protocols.

### 5.4 Reporting:

- Any CYP, parent/carers, or professional who experiences or witnesses bullying should report it directly to me as soon as possible.
- Reports can be made verbally or in writing (email or secure messaging).
- All reports are taken seriously, recorded in accordance with safeguarding practices, and addressed promptly and proportionately.



- If necessary, concerns will be escalated to the local authority safeguarding team or appropriate external services.

## 5.5 Support:

- Those affected by bullying will be supported with empathy and understanding.
- Restorative practices may be used where appropriate to rebuild trust and foster mutual respect.

## 6. Data Protection and Privacy

- Personal data will be handled in line with GDPR and ND SEND Specialists Ltd's Data Protection Policy
- CYP and families will be informed of how data is stored, used, and shared

## 7. Review and Updates

This policy is reviewed annually or in response to relevant changes in legislation, safeguarding guidance, or operational practice.

**For more information, visit:** <http://nd-send-specialists.co.uk>