



Acceptable Use Policy

ELITE TUITION CENTRE LIMITED

Effective from 21 September 2026

Organisation details	Information
Company number	13550993
Registered office	2 Cannon Hill Road, Birmingham, England, B12 9NN
Website	https://elitetuitioncentre.org.uk/
Email	info@elitetuitioncentre.org.uk
Telephone	0121 769 3292

Purpose. This policy sets clear rules for safe, lawful and respectful use of Elite Tuition Centre digital services. It protects students, parents, tutors, staff, systems and information while supporting legitimate learning.

1 Scope

This policy applies to students, parents and guardians, tutors, employees, contractors, volunteers, applicants and visitors whenever they use or interact with digital services supplied, managed or used for Elite Tuition Centre activities.

It covers the Elite Tuition Centre website, online forms, learning resources, Google Meet and online tuition, centre-owned computers or tablets, centre Wi-Fi, user accounts, email and other authorised communications. It also applies when a personal device is connected to centre Wi-Fi or used for a centre activity.

2 Core responsibilities

Users must use digital services only for legitimate educational, administrative or communication purposes and must follow reasonable instructions from tutors and staff. Use must be safe, lawful, respectful, age-appropriate and consistent with safeguarding requirements.

- Treat other users with dignity and do not bully, threaten, harass, discriminate against or deliberately embarrass anyone.
- Protect personal information, login details and learning materials.
- Report concerning content, contact, messages, security incidents or accidental access promptly to a tutor or member of staff.
- Do not attempt to bypass security, supervision, filtering, access controls or platform restrictions.

3 Permitted use

Users may access approved websites, forms, documents, applications and communications required for tuition or centre administration. Students may use centre equipment and Wi-Fi only as directed and must stop or change an activity when asked by a tutor or member of staff.

Personal phones, tablets, smartwatches and similar devices may be used during scheduled breaks only. They must remain silent and stored away during tuition unless a tutor gives specific permission for a learning, accessibility, medical or safeguarding reason.

4 Unacceptable use

- Accessing, creating, storing, sending or displaying illegal, abusive, hateful, extremist, sexually explicit, violent or otherwise inappropriate material.
- Cyberbullying, harassment, impersonation, discriminatory conduct, threatening messages or unwanted contact.
- Sharing another person's private information, image, recording, location, work or account details without proper authority or consent.
- Searching for, viewing or distributing content that creates a safeguarding risk to a child or another person.
- Downloading, installing or running unauthorised software, browser extensions, games, files or executable code.
- Introducing malware, disrupting services, excessive bandwidth use, spamming or interfering with another user's device, work or connection.
- Attempting unauthorised access to accounts, devices, networks, records, source code, administrative controls or restricted areas.
- Changing security settings, using anonymising tools to bypass controls, or concealing activity in order to defeat supervision.
- Using centre systems for fraud, gambling, unlawful sales, copyright infringement, political campaigning or unrelated commercial activity.

- Submitting work generated or copied by another person or by an artificial-intelligence tool as the student's own where this breaches tutor instructions or assessment rules.

5 Accounts passwords and information security

Users must keep passwords and access links confidential, use only accounts allocated or authorised for them, and sign out after using a shared device. A suspected compromise, lost device or disclosure of login details must be reported promptly.

Users must not access another person's account, guess or collect passwords, share one-time codes, or allow an unauthorised person to use their account. Confidential centre, student, parent, staff or applicant information must not be copied to personal storage or shared outside its authorised purpose.

6 Online lessons and Google Meet

The Online Tuition Policy also applies to Google Meet sessions. Students must join through the approved link and use an appropriate display name. Tutors must use an approved business account. Parents and guardians remain responsible for appropriate supervision in accordance with the Online Tuition Policy.

Users must not invite unauthorised people, disclose meeting links publicly, use virtual backgrounds or chat in a disruptive or inappropriate way, or capture screenshots, photographs, audio or video without prior permission. Lessons may be recorded only where the centre has obtained the required prior consent.

7 Images recordings and intellectual property

A user must not photograph, film, livestream or record another student, tutor, staff member, screen, lesson or centre area without express permission. Any authorised recording must be used only for the agreed purpose and must not be reposted or shared.

Learning resources, worksheets, videos, branding and website materials may be protected by copyright or licence terms. Users may use them for their own authorised learning but must not sell, publish, upload, reproduce or distribute them unless permission or law allows it.

8 Artificial intelligence and academic integrity

Artificial-intelligence tools may be used only when a tutor permits them and explains the conditions. Users must not enter personal data, confidential information, assessment materials or another person's work into an AI service without authority.

Where AI assistance is permitted, the student remains responsible for checking accuracy, acknowledging its use when asked and producing work that meets the tutor's instructions. AI must not be used to deceive, impersonate, generate harmful content or avoid genuine learning.

9 Monitoring privacy and filtering

To protect users, systems and information, Elite Tuition Centre may apply proportionate security, filtering, access-control, logging and monitoring measures to centre-owned devices, centre Wi-Fi, accounts and services. These measures may record technical information such as access times, websites or services requested, account activity, security events and device identifiers.

Monitoring is not a guarantee that all harmful content will be blocked. Users must still follow this policy and report concerns. Personal information will be handled in accordance with the Privacy Notice and applicable data-protection requirements. Advance specific notice of proportionate monitoring and its purposes. The warning-and-parent-contact response is clarified as the normal approach to *minor student* misuse.

10 Safeguarding and reporting concerns

Any online activity suggesting that a child may be at risk must be reported promptly to the Designated Safeguarding Lead or a member of staff. Users must not investigate the matter themselves, forward harmful material unnecessarily, confront a suspected person or promise confidentiality.

The centre may preserve relevant information and disclose it where legally required or reasonably necessary to protect a child or another person. Immediate danger should be reported to the emergency services. Safeguarding concerns will be managed under the Safeguarding and Child Protection Policy.

11 Responding to misuse

For ordinary or first-time misuse, the centre's standard response is to explain the concern, give the user a warning and contact the student's parent or guardian. The response will take account of age, understanding, intent, impact, repetition and any special educational need or reasonable adjustment.

Where necessary to prevent immediate harm or secure evidence, the centre may end an online session, remove access to a device or network for the remainder of the session, retain centre-owned equipment, preserve relevant logs or take another proportionate protective step. This is not a separate disciplinary penalty.

Serious safeguarding, security or suspected unlawful conduct may be referred to the appropriate safeguarding lead, platform provider, police, local authority or other relevant body. Nothing in this section prevents action required by law or reasonably necessary to protect a child or another person.

Type of concern	Normal initial response	Possible protective action
Minor or accidental misuse	Explain the rule, give a warning and contact the parent or guardian where appropriate.	Support, re-teaching or closer supervision.
Repeated or disruptive misuse	Give a warning and contact the parent or guardian.	End the activity or remove access for the session if necessary.
Safeguarding, security or suspected illegal concern	Escalate promptly to the appropriate responsible person.	Preserve evidence, restrict immediate access and make a necessary referral.

12 Responsibility for personal devices

Personal devices remain the owner's responsibility. Elite Tuition Centre is not responsible for loss, theft, damage, data loss, mobile charges or unauthorised use except to the extent that liability cannot lawfully be excluded. Devices must be safely stored and must not create a distraction, trip hazard, nuisance or safeguarding risk.

13 Questions complaints and review

Questions or concerns about this policy may be sent to info@elitetuitioncentre.org.uk or raised by telephone on 0121 769 3292. Complaints will be considered under the Complaints Policy where appropriate.

This policy will be reviewed at least annually and sooner following a serious incident, material change to technology or services, or a significant change in relevant safeguarding, data-protection or cyber-security guidance. The next scheduled review is September 2027.

Policy summary

Topic	Rule
Coverage	Website, forms, learning resources, Google Meet, online lessons, centre devices and centre Wi-Fi.
Personal devices	Permitted during breaks only unless a tutor authorises an exception.
Recordings	Not permitted without prior permission; online lessons are recorded only with prior consent.
Misuse	Warning and parent or guardian contact, with necessary immediate protective action for serious concerns.
Reporting	Tell a tutor or member of staff promptly; safeguarding concerns are escalated.
Review	At least annually; next scheduled review September 2027.