

Digital and Online Learning Policy for Learners and Participants

Policy Statement

Social Enterprise Kent CIC (SEK) is committed to creating safe, respectful and inclusive digital learning environments that support positive participation and wellbeing. We recognise the importance of online learning, digital communication and technology within our programmes and services. This policy outlines the expectations and responsibilities for learners and participants when engaging in online or digitally supported activities.

SEK aims to ensure that all online learning environments are:

- safe,
- professional,
- inclusive,
- accessible,
- and supportive for all participants.

Purpose

This policy explains:

- expectations for online conduct,
- safe and responsible use of technology,
- use of artificial intelligence (AI) and digital tools,
- online safety and cyber security expectations,
- and how SEK supports safe digital participation.

Who This Policy Applies to

This policy applies to all learners and participants accessing SEK programmes, training, employability activities and support services.

Our Commitment

SEK is committed to:

- promoting respectful and professional online behaviour,
- supporting safe digital participation,
- protecting learner wellbeing and privacy,
- encouraging responsible use of technology,
- and maintaining safe online learning environments.

Reviewer: Kirsty Hawkins	Date: May 2026	Version: 1.0	Review: May 2027
-----------------------------	----------------	--------------	------------------

Online Conduct Expectations

Learners and participants are expected to:

- communicate respectfully and professionally,
- contribute positively to online sessions and discussions,
- allow others opportunities to participate,
- use appropriate language and behaviour,
- and follow tutor or facilitator guidance during sessions.

The following behaviour will not be tolerated:

- bullying or harassment,
- discriminatory or offensive language,
- intimidation,
- disruptive behaviour,
- inappropriate sharing of content,
- or behaviour that makes others feel unsafe or excluded.

This policy applies to:

- live online sessions,
- learning platforms,
- group chats,
- discussion forums,
- emails,
- and any digital communication linked to SEK activities.

Cameras and Microphones

Where online sessions involve live participation:

- learners and participants may be expected to use cameras and microphones appropriately to support engagement and communication,
- tutors may request cameras to be on during interactive sessions where appropriate,
- microphones should be muted when not speaking where requested,
- and individuals should participate from suitable environments wherever possible.

SEK recognises that personal circumstances, wellbeing, accessibility or technology limitations may affect online participation. Reasonable flexibility and adjustments will be considered where appropriate.

Recording Sessions

Learners and participants must not:

- record sessions,

Reviewer: Kirsty Hawkins	Date: May 2026	Version: 1.0	Review: May 2027
-----------------------------	----------------	--------------	------------------

- take screenshots,
- photograph online activities,
- or share recordings or materials

without prior permission from SEK and all relevant participants.

Where SEK records sessions for learning or quality purposes:

- participants will be informed in advance,
- the purpose of the recording will be explained,
- recordings will be stored securely,
- and recordings will only be used appropriately and in line with data protection requirements.

Use of Artificial Intelligence (AI) and Digital Tools

SEK recognises that AI and digital tools may support learning and productivity when used responsibly.

Learners and participants may use appropriate tools to support:

- research,
- note taking,
- organisation,
- accessibility,
- and learning development.

However, learners and participants must:

- ensure submitted work reflects their own understanding and participation,
- avoid presenting AI-generated content as entirely their own work where this is inappropriate,
- follow any programme-specific guidance regarding AI use,
- and use digital tools ethically and responsibly.

The misuse of AI, plagiarism or dishonest representation of work may result in action under SEK procedures.

Cyber Safety and Data Protection

Learners and participants are expected to:

- keep passwords and login details secure,
- protect personal and confidential information,
- avoid sharing programme links or access details without permission,
- use SEK systems responsibly,
- and report suspicious activity, scams or cyber concerns.

Reviewer: Kirsty Hawkins	Date: May 2026	Version: 1.0	Review: May 2027
-----------------------------	----------------	--------------	------------------

Learners should take reasonable steps to ensure that:

- personal information is not shared inappropriately,
- online participation does not place themselves or others at risk,
- and devices used for learning are secure where possible.

Safe Online Participation

Learners and participants should:

- avoid participating while driving or operating machinery,
- ensure participation does not place themselves or others at risk,
- and follow health, safety and wellbeing guidance during online activities.

SEK encourages positive digital wellbeing and recognises that excessive online activity or inappropriate digital behaviour may affect wellbeing and participation.

Reporting Concerns

Any concerns relating to:

- online behaviour,
- inappropriate content,
- cyber safety,
- misuse of recordings,
- harassment,
- safeguarding,
- or digital wellbeing

should be reported to a member of staff or the safeguarding team as soon as possible.

SEK will take concerns seriously and respond appropriately.

Monitoring and Appropriate Use

SEK reserves the right to:

- manage access to digital platforms,
- remove inappropriate content,
- restrict participation where behaviour is unsafe or inappropriate,
- and act where misuse of digital systems or online behaviour breaches SEK policies.

Any action taken will be proportionate and in line with relevant procedures.

Related Policies

This policy should be read alongside:

- Safeguarding and Prevent Policy

Reviewer: Kirsty Hawkins	Date: May 2026	Version: 1.0	Review: May 2027
-----------------------------	----------------	--------------	------------------

- Learner and Participant Charter
- Bullying, Harassment and Victimisation Policy
- Equality, Diversity, Inclusion and Belonging Policy
- Privacy Notices
- Health, Safety and Wellbeing Policy

Policy Review

This policy will be reviewed regularly to ensure it remains effective, inclusive and aligned with good practice.

Signed:



Rebecca Smith (Chief Executive Officer)

Reviewer: Kirsty Hawkins	Date: May 2026	Version: 1.0	Review: May 2027
-----------------------------	----------------	--------------	------------------