



NEWSTART EDUCATION CENTRE

Equal Opportunity Policy

The aim of this policy is to communicate the commitment of the Committee to the promotion of equality of opportunity in Newstart Education Centre.

It is our policy to provide equal access to learning to all, irrespective of:

- gender;
- marital or family status;
- disability;
- race* or ethnic origin;
- nationality;
- sexual orientation;
- religious belief or political opinion.

We are opposed to all forms of unlawful and unfair discrimination. All full-time and part-time employees and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

We recognise that the provision of equal opportunities in the workplace is not only good management practice, it also makes sound business sense. Our equal opportunities policy will help all employees to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

We are committed to:

- Preventing any form of direct or indirect discrimination or victimisation
- Promoting equal opportunities for women and men
- Securing fair participation for Catholics and Protestants
- Promoting equal opportunities for people with disabilities
- Promoting equal opportunities for ethnic minorities
- Promoting a good and harmonious working environment where all men and women are treated with respect and dignity and in which no form of intimidation or harassment will be tolerated
- Fulfilling all legal obligations under the relevant legislation and associated Codes of Practice
- Taking any necessary positive/affirmative action, including setting goals and timetables.

Breaches of our equal access to learning policy and practice will be regarded as misconduct and could lead to disciplinary proceedings.

This policy is fully supported by Newstart Education Centre Management Committee.

Adopted by NMC: _____

On behalf of NEC MC

Position: _____

Date: _____

**Race is to be understood to include colour, race, nationality or ethnic or national origins.*

Staff - Acceptable Use Agreement / Code of Conduct

ICT and the related technologies such as email, the Internet and mobile devices are an expected part of our daily life in Centre. This policy is designed to ensure that all are aware of their responsibilities when using any form of ICT. All staff and beneficiaries are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Moira Cullene-Safety coordinator and/or Mary Nolan the Director of the Organisation.

- I will only use the centre's email / Internet / Intranet and any related technologies for professional purposes and/or for uses deemed "reasonable" by the Head of Centre and the Board of Directors.
- I will comply with the ICT system security and not disclose any passwords provided to me by the centre or other related authorities.
- I will ensure that all electronic communications with beneficiaries and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address, to beneficiaries.
- I will only use the approved, secure email system(s) for any Centre business.
- I will ensure that personal data is kept secure and is used appropriately, whether in centre', taken off the premises or accessed remotely. Personal data can only be taken out of centre or accessed remotely when authorised by the Head of Centre or the Board of Directors.
- I will not install any hardware or software without permission of Mr Gary McAreavey.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and / or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent / carer, member of staff or Principal.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Principal.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety policy and help pupils to be safe and responsible in their use of ICT and related technologies.

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature..... Date.....

Full Name..... (Printed)

Job title.....

Beneficiaries - Acceptable Use Agreement / Code of Conduct

- I will only use ICT systems in centre', including the Internet, email, digital video, mobile technologies, etc. for centre' purposes.
- I will not download or install software on centre technologies.
- I will only log on to the centre network/ Learning Platform with my own user name and password.
- I will follow the centre's ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my centre email address.
- I will make sure that all ICT communications within the centre is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward 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 deliberately play computer games except where assigned by a member of staff.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone through using ICT.
- Images of beneficiaries and/ or staff will only be taken, stored and used for organisation & promotional purposes in line with centre' policy and not be distributed outside the centre network without the permission of the Head of Centre.
- I will ensure that my online activity, will not cause the Organisation, the staff, other beneficiaries or others distress or bring into disrepute.
- I will respect the privacy and ownership of others' work on-line at all times.

I agree to follow this code of conduct and to support the safe use of ICT throughout the school.

Signature..... Date.....

Full Name..... (Printed)

Job title.....

E-Safety Rules to be displayed next to all PCs in school

Smile and Stay Safe

Staying safe means keeping your personal details private, such as full name, phone number, home address, photos or school. Never reply to ASL (age, sex, location)

Meeting up with someone you have met online can be dangerous. Only meet up if you have first told your parent or carer and they can be with you. Information online can be untrue, biased or just inaccurate. Someone online may not be telling the truth about who they are - they may not be a 'friend' Let a parent, carer, staff member or trusted adult know if you ever feel worried, uncomfortable or frightened about something online or someone you have met or who has contacted you online.

Emails, downloads, IM messages, photos and anything from someone you do not know or trust may contain a virus or unpleasant message. So do not open or reply.