

# ONLINE SAFETY AND PRIVACY POLICY



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TULA Philippines is committed to protecting our learners' and visitors' safety and privacy. This Safety and Privacy Policy contains an explanation of what happens to personal data that you choose to provide to us as well as our learners' online classroom safety.

We will regularly update this policy so please do return and review this page from time to time.

## Use of Your Information

The information we collect is used for our own use in developing our services and website. In addition, we may use the information for the following purposes:

1. To provide you with information relating to our website, products or our services that you request from us.
2. To provide you with information on other services or products that we feel may be of interest to you.
3. To notify you about any changes to our website, including improvements, and service or product changes that may affect our website.

## Online Learning Protocols to Ensure Safety

In order to safeguard the safety of our learners online, we will follow the 7- step protocol listed below:

### 1. Clearly Defined Coach Roles

- Classes with more than 5 learners will always have two coaches:
  - i. a **Lead Coach** who makes sure to facilitate an engaging learning session and,
  - ii. a **Support Coach** who safeguards the safety of the learners and manages the behavior of the learners.

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## 2. Randomized Meeting Links

- Random meeting links will be generated in order to avoid uninvited participants in joining a class
- These meeting links will be emailed to enrolled parents only

## 3. Guarded Entry to Meeting Rooms

- We have enabled two layers of security before a learner gets inside their classroom:
  - i. Waiting Room - There is a dedicated TULA coach who will admit learners based on the learners' or their parents' names. Coaches will be able to easily barr uninvited participants from entering the classroom (even if they have the meeting link)
  - ii. Main Classroom - The same TULA coach will then do a quick tech check-up and identity confirmation.

## 4. Disabled Screen Sharing features with other participants

- Disable Screen-sharing - by default, only the coaches can share their screen.

## 5. Back-up of Video Conferencing Platforms

- We have back-up platforms ready in case of technical difficulties such as Google Meet.

## 6. No Class Screenshots or Class Recording without Permission and Consent from Parents

- We will not take any screenshots nor record an online class without asking for permission from parents and receiving consent from ALL parents of all learners involved.

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## **7. TULA Staff and Coaches will only message learners through the parent's email or their Facebook account.**

- To make sure your child is safe, all communication channels will be coursed through the parent; unless the parent will specify and grant permission to TULA coaches to communicate with a learner directly.

To ensure that our learners are safe online, we will request the following from enrolled parents:

1. Do not share the meeting links and passwords with other people.
2. When learners sign into the Zoom link, they have to use the first and last name they used in the enrollment form. This will help coaches identify who to admit into the room. (e.g. Juan de la Cruz)
3. If a learner is 15 minutes late, they will be denied entry to the Zoom Link. If a learner will be late, we advise you to inform us immediately through our TULA Hotline (09212100759).

## **Complete Child Protection Policy**

Apart from the aforementioned protocols specific to online learning, we also have a comprehensive Child Protection Policy with strict guidelines to ensure your child's safety as a TULA learner. You are welcome to read it [here](#), but please know many of its tenets are reflected in the social contract you and your child will sign.

## **Contacting Us**

If you have any questions or queries relating to this Safety and Privacy Policy then please contact us at [hello@tulaeducation.com](mailto:hello@tulaeducation.com).