APEX2100

International Ski Academy · Académie Internationale de Ski

Mobile Digital Devices

Policy 2o24

Policy Statement:

Apex recognises the importance and benefits of mobile digital device use with the Academy environment and associated Academy trips. In addition, the majority of athletes and staff, for security and practical reasons, feel the need to carry a mobile phone, and for these reasons their use is allowed in parts of Academy life. However, as we are a working community, we need to have regulations governing the use of Wi-Fi and 3G/4G enabled devices so that incoming communications do not interrupt lessons and so that athletes do not use them unnecessarily and disrupt the effective operation of the Academy.

This Policy applies to all mobile phones as well as other 3G/4G/5G and Wi-Fi enabled devices such as iPads, iPods, tablets, smart watches and laptops. Use of mobile devices by members of staff and athletes is regulated, in accordance with recognised professional standards of acceptable practice.

The Academy accepts that staff and athletes are permitted to bring such devices to Academy, but their use is restricted as detailed in this policy.

This policy applies to all members of the Academy community.

This policy is reviewed annually by the Academy Director. The date of the next review will be November 2021.

In accordance with the Academy's Provision of Information Policy, the policy is made available on the Parents' Portal. It should be read in conjunction with:

- Behaviour and Discipline Policy
- Anti-Bullying Policy
- Exclusion, Expulsion, Removal and Review Policy

Times and locations where mobile device use may be permitted:

- When directed by a teacher and within the context of an academic lesson, athletes may be given permission to use social media.
- When directed by a teacher and within the context of an academic lesson, athletes may be given permission to video each other or themselves on their own devices.
- Taking photos on Academy trips - if athletes use their own devices on an informal basis to take photographs of other athletes whilst on Academy trips, they must give due consideration to the appropriateness of uploading any photographs or video to social media sites.
- Taking photographs of academic work. There are times when athletes will want (or need) to photograph different stages of a project, practical task or experiment. In all cases, athletes should seek authorisation from their teacher before using cameras to record their work.
- Under direction from a member of staff, athletes may use either Academy owned cameras or their own personal mobile device to make an appropriate record of their academic work. Staff may withdraw authorisation at any time and athletes should be mindful of the responsibility given in allowing use of personal devices.
- An athlete may be given authorisation to video or record specific elements of a lesson, at the sole discretion of the teacher of the lesson.

Times and locations where mobile device use is not permitted

- 3G/4G/5G or Wi-Fi enabled devices of any description, including mobile phones, iPods, iPads, or smartwatches, must never be taken into public examinations by athletes or staff.
- Mobile devices should be switched off or muted and in airline mode during lessons, unless directed otherwise by the member of staff in charge.
- Athletes should not be posting updates to social media platforms during the Academy day unless specifically directed to do so by a member of staff for educational purposes.
- Athletes should not contact their parents directly when unwell or unhappy at Academy, via either phone, social media or electronic methods, to arrange to be collected. The athlete should report to the staff member on duty, Houseparent or to the Medical Lead, who will contact their parents, if appropriate to do so. Parents should telephone the duty phone in the event of an emergency, and a message will be passed on in the usual way.

Guidance on safe use of mobile devices:

- Athletes should not post information about their specific location or current activity to social media platforms while on an Academy trip. In doing so athletes could affect their personal safety or that of their peers.
- Athletes must be mindful of any photos they take of other athletes or staff. Consent must be sought prior to taking a photo or recording a video and all photos or videos should be appropriate images of all involved.
- If Athletes need to be filmed for such purposes, filming must be sanctioned by the member of staff concerned; agreed to by the Athlete(s) concerned. If using personal devices, these videos or images should be deleted once no longer required.
- Parents must agree to the Academy using its own devices to film athletes on occasion for internal use when their child joins the Academy as part of the Registration Pack.
- Under no circumstances should covert recording of lessons take place, or recording take place outside of the specific parameters laid out by the teacher when authorisation is given. Doing so could result in disciplinary action.
- Uploading inappropriate photos or videos could result in disciplinary action, as outlined in the Athlete Acceptable Use of Technology Agreement.

Sanctions for Misuse of Mobile Devices

The Academy will apply appropriate sanctions to any athlete who uses their mobile phone, or other device, for bullying, intimidation, or for keeping, or disseminating inappropriate text or images. Further references and information can be found in the Anti-Bullying Policy, Behaviour Policy and the Exclusions, Expulsions and Removal Policy.

The Academy will apply appropriate sanctions to any member of staff who uses their mobile phone, or other device, for bullying, intimidation, or for keeping, or disseminating inappropriate text or images. This may include but not be limited to disciplinary meetings with HR, CEO and Academy Director, or dismissal procedures.

Security of Mobile Phones and other electronic devices

Athletes and staff are advised to have their phones/iPods/iPads or any other digital device security marked.

The Academy does not accept responsibility for mobile phones or other electronic communication devices or entertainment systems. Athletes should be advised to lock their devices in their rooms during lessons. Parents (and staff) should be informed that mobile phones and other such devices are not covered by the organisation's insurance policy. Staff should be advised to keep valuables on them at all times, or keep them in the staffroom, though their security there cannot be guaranteed.

Cyber Bullying

Instances of cyber bullying will be punishable in accordance with the Academy's Anti-Bullying Policy and may result in exclusion or expulsion (or in disciplinary action, in the case of staff).

Dealing with Inappropriate Content on Mobile Devices

If a teacher suspects or is informed that an athlete has inappropriate content on their mobile device then the teacher will confiscate the device. The Houseparent will investigate the matter and report to the Head of House and Wellbeing and the Designated Safeguarding Lead. Allegations will be investigated and communicated In accordance to the Behaviour and Discipline Policy and Exclusion, Expulsion and Removals Policy. During this time, an athlete's devices may be held to ensure images or evidence is not deleted. In line with the Academy's policy on Exclusion, Expulsion and Removals, the athlete may also be suspended whilst the allegation is being investigated.

If it is discovered that the athlete's mobile phone (or other electronic device) contains inappropriate images of a child or young person (under the age of 18), the Academy Director and the Designated Safeguarding Leas will be informed. The mobile device will remain in the possession of the Academy in a secure location with limited access until advice from the police has been acted upon.

This may include asking all athletes in possession of the image to delete it, if the image has been forwarded outside the Academy's control contact will be made to request that third parties follow the same steps. If the image has been uploaded to any website or social networking site, contact will be made in an attempt to have it removed. The parents of all of the athletes involved will be notified of the situation to ensure all content on devices in the homes of the athletes are removed. In-house counselling will be offered to those concerned. If a formal disciplinary meeting is called, this will be in accordance with the procedure set out in the Academy's Exclusion, Expulsion, and Removal Policy.

If the case of staff, any instances of inappropriate images of children or young people must be reported immediately to the CEO and/or the Designated Safeguarding Lead.

Firewall

The Academy uses a firewall to reduce the access that atheltes and staff have to dangerous material online whilst connected to Academy WIFI. Unfortunately, this does not prevent this content being accessed using 3G/4G/5G. This may include but is not limited to explicit images, hate groups, radicalization groups or violence.

Mobile Device Guidelines for Athletes

1. All devices are brought into Academy at the athlete's own risk and the responsibility for their safekeeping lies with the athlete. The Academy will take no liability for loss or damage.
2. Academy is a place of work; Athletes' mobile phones/devices must be switched off (or in silent mode) at all times whilst on Academy premises, unless specifically authorised by a member of staff.
3. Permission must be sought from a member of staff, and authorisation given, before an athlete may be allowed to use a mobile device during sessions.
4. If the use of a device is permitted or directed in a lesson (e.g. as a calculator, camera or voice recorder) it will be under explicit staff supervision, and permission can be withdrawn at any time.
5. Any athlete found using a device inappropriately (during a lesson, in the canteen, etc), should ordinarily expect to have their device confiscated for the rest of the day and should collect it as instructed.
6. If an athlete needs to contact home in an emergency, they should speak with a member of staff who will deal with the matter. Athletes should not contact home in the case of illness; this should only be done by a member of staff.
7. If parents need to contact athletes in an emergency, they should contact the Duty phone and a message will be taken to the athlete. Parents are reminded that athletes should not have their devices turned on whilst in sessions and, hence, will be unable to check for messages.
8. The accessing, or updating, of social media platforms is not permitted unless it is part of a structured educational activity.
9. Athletes should be aware that under no circumstances should they enter an examination venue with a device, even if it is switched off. To do so will lead to disqualification from that examination and potentially other examinations.

Mobile Device Guidelines for Staff

1. Staff personal mobile digital devices should be switched off (or in silent mode) during sessions, or at times where they are responsible for the supervision of athletes.
2. Staff should not use a personal mobile digital device, or similar, during sessions (or when supervising athletes) to receive or send personal calls, texts or post content to personal social media platforms.

3. If a member of staff feels that it is necessary to be available to receive a personal call or text on a personal mobile device during a lesson, for which there may be exceptional circumstances, they should explain this to their line manager beforehand.
4. Staff should not use a personal mobile digital device, or similar, during sessions (or when supervising athletes) to access online resources, emails, apps or similar, unless it is considered that the outcome is essential to athlete learning and cannot be sourced through the Academy network (in which case, athletes should be made aware that the mobile device has been used for this educational purpose).
5. Staff must, where possible, only use Academy devices to take images of Athletes. If this is not feasible then personal devices can be used, however, unless necessary to keep stored photos, staff are asked to routinely check and delete photos of athletes once they have served their purpose within the academy context they were used.
6. Staff should endeavour to make any personal calls on their own mobile telephone, or similar, in a discreet fashion and away from any athlete area, for example in the Staff Room or in an office, behind closed doors.
7. Staff should not give out their personal mobile phone numbers, or other communication contact information, to athletes. Athletes can contact staff using Teams if necessary. If there is a specific circumstance where a personal number needs to be shared this should be discussed with the DSL so they can safeguard both parties.
8. Inappropriate use of mobile devices is a serious offence; cases of misuse could lead to disciplinary action being taken against the individual concerned.

Additional guidelines for staff use (photographs and videos)

Apex recognises that it is not always practical for teachers to borrow an Academy device for events and trips and that photographs of such activities form an integral part of key publications such as the Newsletter or Parents Instagram. Staff are therefore allowed to use their own devices to take photographs of athletes, however, unless necessary to keep stored photos, staff are asked to routinely check and delete photos of athletes once they have served their purpose within the academy context they were used. Staff are reminded to be mindful of ensuring any photographs of athletes are appropriate (may be reviewed by DSL without concern). This includes taking into example compromising positions during sport and exercise (eg. Photo angles while stretching, athletes in swimmers).

Staff must under no circumstances ever use any photographs of athletes for anything other than strictly professional purposes. They must never upload photographs or videos of any athletes onto the internet or social media site unless in line with the Social Media Policy. Use of photographs of athletes, where parents have given consent, can be uploaded onto the Academy's own website or other Academy managed social media platforms.

Before printing any photographs of athletes in any external publication (e.g. local or national newspapers), parents must give permission for the athlete's photograph and/or name to be used. This is given in the Registration Pack.

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