



ST. ANDREW'S COLLEGE
Cambridge

ONLINE SAFETY AND MOBILE PHONE POLICY 2025 - 2026

ST ANDREW'S COLLEGE POLICY DOCUMENT

TO BE REVIEWED: August 2026	RESPONSIBILITY: Principal & Deputy Head (Boarding & Pastoral Care)
AUTHORISED BY: Annette Poulain DATE: 16.03.2026	SIGNATURE:

1. Policy Statement

St Andrew's College Cambridge is committed to safeguarding and promoting the welfare of all our students, including their safety online. We recognise that young people and international students are at risk of harm through misuse of digital technologies and that online risks can occur both in school and during boarding time.

We expect all students, staff, and visitors to understand and follow this policy and our related Acceptable Use Agreements.

2. Scope

This policy applies to:

- All students aged 15–21
- All teaching and boarding staff, volunteers, contractors, homestay hosts
- Use of college devices, personal devices on the college network, and online activity on or off site where it affects the safety or wellbeing of our students or staff.

3. Aims

- To educate students about safe and responsible use of technology.
- To protect students from harmful online content and contact.
- To ensure staff understand their responsibilities in monitoring and supporting students.
- To set clear rules for acceptable use of devices and the internet.



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- To comply with statutory safeguarding duties, including Prevent Duty.

4. Roles and Responsibilities

Principal & Governing Body

- Overall accountability for online safety.
- Ensure the policy is implemented and reviewed annually.
- Provide resources for staff training and online safety systems.

Designated Safeguarding Lead (DSL)

- Lead responsibility for online safety as part of safeguarding.
- Keep up to date with developments and share updates with staff.
- Record and respond to online safety concerns.

IT Manager / Network Team

- Maintain robust filtering and monitoring systems.
- Support the safe use of digital platforms.
- Report breaches or issues to the DSL.

All Staff

- Role model safe, responsible use of technology.
- Supervise student use of devices appropriately.
- Follow reporting procedures for online safety concerns.

Students

- Sign and follow the Acceptable Use Agreement.
- Report anything inappropriate or concerning to a trusted adult.
- Use college IT systems and personal devices responsibly.

5. Education and Training

- Online safety is covered in PSHE, tutorials, boarding induction, and regular assemblies.



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- Topics include: online reputation, digital footprint, privacy, social media, healthy relationships, online bullying, scams, extremism, fraud, and staying safe abroad.
- Staff receive annual safeguarding and online safety training, including Prevent Duty and emerging risks.
- Parents/guardians receive guidance on helping students stay safe online.

6. Filtering and Monitoring

- The college uses appropriate filtering and monitoring software to block harmful content.
- The IT team reviews filter settings regularly to balance safety and educational needs.
- Boarding houses have clear guidelines on device use and supervision.
- Students may not use VPNs or proxies to bypass controls.

Use of Personal Data Networks (3G, 4G, 5G)

While St Andrew's College Cambridge provides filtered internet access on campus, we recognise that students may have personal devices with independent data connections (3G, 4G or 5G).

- **Expectations:** Students are expected to use mobile data responsibly and in line with this Online Safety Policy and the Acceptable Use Agreement.
- **Education:** Students will be educated about the risks of bypassing filters using personal data networks.
- **Supervision:** Boarding staff may supervise students' use of devices in boarding houses, including the use of mobile data at night.
- **Controls:** The College may require students to switch off mobile data during study times or at other times to prevent misuse.
- **Sanctions:** Deliberate attempts to access harmful or illegal content using mobile data will be dealt with under the Behaviour and Safeguarding Policies.

7. Acceptable Use

All students must:

- Use college Wi-Fi, computers, and devices responsibly.
- Never share personal login details.
- Seek permission before taking photos, videos, or recording others.
- Not share or view illegal, extremist, violent, or inappropriate content.
- Not cyberbully or harass others.
- Not meet online contacts in person without permission.
- Report misuse or suspicious activity to staff.



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Unacceptable or Harmful Content on Arrival

Some students may arrive at the College with unacceptable, harmful or illegal content already stored on personal devices.

- **Declaration and Screening:** During induction, students are reminded of local UK laws and college rules.
- **Confiscation and Checking:** If staff have reasonable cause to believe a device holds harmful or illegal content, they may check, confiscate or retain it in line with DfE guidance and the College's Searching, Screening and Confiscation Policy.
- **Removal of Content:** Students will be required to delete inappropriate or harmful material immediately.
- **Serious Breaches:** Possession of illegal material (e.g., extremist or child sexual abuse material) will be reported to the Police immediately.
- **Education and Support:** The College will provide advice and support to help students understand UK laws and cultural expectations regarding digital content.

Breaches of the Acceptable Use Agreement will result in sanctions, in line with the Behaviour Policy.

8. Use of Personal Devices

- Students may use personal devices in accordance with house rules.
- Boarding staff will set clear expectations for device use, especially at night.
- Devices may be checked if there are safeguarding concerns, in line with DfE guidance on searching and confiscation.

Use of Mobile Phones

Following the DfE updated guidance on mobile phone usage, published January 2026, STAN reaffirms that students are not permitted to use mobile phones during lessons or in communal spaces such as the canteen or common room without express permission from a member of staff.

Due to the nature of St Andrew's being an international college and boarding school, it recognises the value of utilising mobile phones when supporting the community. . STAN supports students in having mobile phones with them during the school day, but requests that they are kept in bags / out of sight except in the following circumstances.

Times where phones will be permitted;

- For translation purposes (when other options are exhausted)
- For checking TEAMS messages and timetables



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- To access support including the emergency phone and the independent person.

When phones are being utilised for these purposes, they should be used discretely (not in lessons or communal spaces) or in the presence and under the direction of a member of staff.

9. Remote Learning

Where remote learning is required:

- Online safety rules apply as if students are in college.
- Staff will only use approved platforms for teaching.
- Students must dress appropriately and behave respectfully in virtual lessons.

10. Responding to Online Safety Incidents

All concerns about online safety, including peer-on-peer abuse, exploitation, radicalisation, or illegal material, must be reported to the DSL immediately.

Where appropriate:

- Parents will be informed.
- Serious incidents will be referred to the Police or Social Care.
- The college will cooperate with external agencies.

Records of incidents are kept securely on CPOMS in line with the Safeguarding Policy.

11. Monitoring and Review

- The DSL will monitor trends in online safety issues.
- The policy will be reviewed annually or sooner if needed.
- The Board of Governors will approve any updates.

12. Related Policies

- Safeguarding & Child Protection Policy
- Behaviour Policy



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- [Anti-Bullying Policy](#)
- [ICT Acceptable Use Agreement](#)
- [Prevent Policy](#)
- [Data Protection & Privacy Notice](#)