

Cantab Academy: E-Policy

1. Purpose

This policy sets out expectations for the acceptable use of electronic devices, the internet and social media by staff, trainers and participants in connection with the Academy's courses. It should be read alongside the Academy's Anti-Discrimination and Anti-Bullying Policy and Data Protection Policy, and the codes of conduct set out in the staff and student handbooks.

2. Scope

This policy applies wherever Academy business is conducted electronically: on Academy or partner-university premises, on Academy-managed group chats, over email, and on personal devices such as mobile telephones, tablets and cameras when used in connection with a course.

3. Code of conduct

All staff, trainers and participants are expected to use electronic communication and devices respectfully and responsibly. In particular:

- Communication in Academy group chats should remain professional, relevant to the course, and free from discriminatory, abusive or bullying content.
- Personal devices, including mobile phones, tablets and cameras, should not be used in a way that disrupts teaching sessions.
- Photography or recording of trainers, staff or fellow participants requires the consent of those being photographed or recorded, particularly where images may be shared publicly.
- Staff and trainers should maintain a professional boundary in online communication with participants and should use Academy-sanctioned channels for course-related contact wherever possible.

4. Use of the Academy's group chat

The Academy uses a dedicated chat group for each course to share information, respond to feedback and support day-to-day communication. This group is moderated by Academy staff. Content that is discriminatory, threatening, sexually explicit, or otherwise inappropriate will be removed, and the matter may be dealt with under the Anti-Discrimination and Anti-Bullying Policy.

5. Devices during teaching sessions

Participants may use laptops, tablets or other devices for note-taking and coursework during sessions, at the trainer's discretion. Mobile phones should be set to silent during sessions unless their use has been specifically authorised for a learning activity.

6. Data and privacy considerations

Personal data shared or generated through electronic communication (including messages, photographs and video) is handled in accordance with the Academy's Data Protection Policy. Participants and staff should avoid sharing another person's personal data (for example, contact details or images) in group chats without that person's consent.

7. Reporting misuse

Any concerns about inappropriate use of devices, social media or online communication should be reported to the Programme Director, using the same channels set out in the Anti-Discrimination and Anti-Bullying Policy.

8. Consequences of misuse

Breaches of this policy will be handled proportionately and may result in a warning, removal from an online group, restriction of device use during sessions, or, in serious cases, removal from the course. Where a criminal offence may have been committed, the matter will be referred to the appropriate authorities.

9. Review

This policy is reviewed at least annually, alongside the Anti-Discrimination and Anti-Bullying Policy.

Date: Aug 2026

Review Date: Aug 2027