

L E O N A R D O V . A C A D E M Y

L V A Č E S K O - B R I T S K Á
Z Á K L A D N Í Š K O L A A
G Y M N Á Z I U M



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Approved by: School Governing Body,

Responsible Person: Director of the International School

Phone and Electronic Device Policy

2025/2026

Leonardo V. Academy

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Designation and Role	Name	Role / Responsibility	Contact (email)
Designation			
Founder	Mgr. Věra Komárová	Strategic oversight, governance, and school vision	principal@lvacademy.cz
IB & Principal / DSL (nom.)	Richard Jackson	Overall school leadership, complaints escalation, and safeguarding liaison	richard.jackson@lvacademy.cz
Mgr. et Mgr. Zdeňka Vašíčková	Czech School Director	Responsible for the leadership, statutory compliance, and operational oversight of the Czech educational programme, ensuring adherence to Czech national legislation and school governance requirements	zdenka.vasickova@lvacademy.cz
IB Coordinator	Maria Nevies	Responsible for overseeing the implementation, compliance, and quality assurance of the International Baccalaureate programmes, ensuring	maria.nieves@lvacademy.cz

		alignment with IB standards and practices.	
Principal Deputy	Mgr. Jan Fiala Ph.D.	Operational leadership; investigation lead where delegated	jan.fiala@lvacademy.cz
Executive Manager	Michaela Mašková	Operational management; HR liaison for staff complaints	michaela.maskova@lvacademy.cz
Pastoral / Student Care	Kateřina Vanová	First response to welfare concerns; liaison with families	katerina.vanova@lvacademy.cz
Data Protection / IT Lead	Petr Pospíšil	Data protection advice: handling of personal data in complaints	petr.pospisil@lvacademy.cz
Reception / First Contact	Anna Šteinerová	Initial receipt and logging of complaints	anna.steinerova@lvacademy.cz

School name and address: Leonardo V. Academy, Dlouhá 34, Prague 1, Czech Republic

1.0 Rationale

Leonardo V Academy (LVA) is committed to creating a safe, respectful, and academically focused learning environment. Mobile phones and personal electronic devices can support learning when used appropriately, but they also introduce significant risks, including:

- Disruption to teaching and learning
- Safeguarding concerns (e.g., cyberbullying, grooming, exposure to harmful content)
- Privacy violations (e.g., unauthorised recording or photography)
- Data-protection breaches
- Academic dishonesty
- Social exclusion, peer pressure, and mental-health impacts
- Increased screen dependency and distraction

This policy establishes clear expectations for the possession, storage, and use of mobile phones and personal devices on school premises and during school-organised activities.

The policy aligns with:

1.2 UK Guidance

- *Keeping Children Safe in Education (KCSIE 2024)*
- *Searching, Screening and Confiscation (DfE 2022)*
- *Behaviour in Schools (DfE 2022)*
- *Prevent Duty Guidance*
- *Equality Act 2010*
- *Education Act 2011* (powers of confiscation)

1.3 Czech Legislation

- *Act No. 561/2004 Sb. (Education Act)*
- *Act No. 110/2019 Sb. (Personal Data Protection)*
- *GDPR (EU Regulation 2016/679)*
- ČŠI expectations regarding safety, supervision, and digital conduct

1.4 BSO Standards

- Standard 3: Welfare, Health & Safety
- Standard 4: Safeguarding
- Standard 5: Behaviour & Anti-Bullying
- Standard 6: Leadership & Management

The purpose of this policy is to:

- Protect students from online harm and exploitation
- Prevent disruption to learning
- Safeguard personal data and privacy
- Promote responsible digital citizenship
- Ensure consistent expectations across the school

2.0 Scope of the Policy

This policy applies to:

- All students (Early Years – Year 13)
- All staff members
- All visitors, contractors, and volunteers
- All school-organised activities, including trips, clubs, events, and transport

Devices covered include:

- Mobile phones
- Smartwatches
- Tablets
- Laptops not issued by LVA
- Bluetooth headphones/earbuds
- Gaming devices
- Any device capable of recording, storing, or transmitting data

School-issued devices are governed by the **LVA ICT Acceptable Use Policy**.

3.0 Definition

3.1 Mobile Phone

Any device capable of calling, texting, recording, photographing, or accessing the internet.

3.2 Personal Device

Any privately owned electronic device, including tablets, laptops, smartwatches, and gaming devices.

3.3 Use

Includes turning on, handling, displaying, recording, photographing, messaging, or connecting to the internet.

3.4 Confiscation

Temporary removal of a device by authorised staff in accordance with DfE and Czech legal guidelines.

3.5 Authorised Use

Use permitted by a teacher for a specific learning activity.

4.0 Student Expectations by School Stage

4.1 Early Years & Primary (EY – Year 5)

- Students **must not bring** mobile phones or personal devices to school.
- Exceptions may be granted for travel safety (written parental request required).
- Approved devices must be:
 - Switched off
 - Handed to the Class Teacher upon arrival
 - Stored securely until dismissal

4.2 Lower Secondary (Year 6- Year 9)

- Students may bring a phone for travel safety.
- Devices must be:
 - Switched off
 - Stored in bags
 - Not used at any time during the school day
- Smartwatches must be on **airplane mode**.
- Earbuds/headphones must remain in bags.

4.3 Upper Secondary (Year 10 - Year 13)

- Devices must remain **off and out of sight** unless a teacher authorises use for learning.
- Smartwatches must be on **airplane mode** during lessons and assessments.
- Devices may not be used during:
 - Breaks
 - Lunch
 - Transitions
 - Assemblies
 - Examinations
- Recording, photographing, or sharing images is strictly prohibited.

5.0 Prohibited Use

5.1 Safeguarding Risks

- Recording or photographing students or staff
- Sharing images or videos without consent
- Accessing or sharing explicit, violent, or harmful content
- Cyberbullying, harassment, or intimidation
- Contact with unknown individuals online
- Using devices in toilets, changing rooms, or private areas

5.2 Academic Integrity

- Using devices during assessments
- Storing notes or answers on devices
- Communicating with others during exams

5.3 Behavioural Concerns

- Using devices to organise fights or conflict
- Posting harmful content about the school
- Live-streaming from school grounds
- Using devices to cheat, disrupt, or intimidate

5.4 Technical Misuse

- Using VPNs or bypassing school filters
- Connecting to unauthorised networks
- Hacking or attempting to access restricted systems

6.0 Staff Expectations

Staff must:

- Use personal devices **only in staff-designated areas**
- Never photograph or record students on personal devices
- Model appropriate digital behaviour
- Report concerns immediately to the DSL
- Ensure students follow device rules consistently
- Confiscate devices when policy breaches occur

- Document incidents accurately

Staff may use school-issued devices for educational purposes.

7.0 Searching, Screening & Confiscation

LVA follows **DfE Searching, Screening and Confiscation (2022)** and the Czech legal requirements

7.1 When Confiscation Is Permitted

Staff may confiscate a device when:

- It is used in breach of policy
- It poses a safeguarding risk
- It disrupts learning
- It is used to bully, harass, or intimidate
- It contains prohibited content

7.2 Searching a Device

Authorised staff may search a device if there is **reasonable suspicion** of:

- Cyberbullying
- Harassment
- Sharing harmful content
- Exam malpractice
- Safeguarding concerns
- Criminal activity

7.3 What Staff May Do

- View files relevant to the concern
- Delete harmful content **if legally permitted**
- Retain the device for investigation

- Hand the device to the police if necessary

7.4 Parent Notification

Parents will be informed when:

- A device is confiscated for more than one day
- A search has been conducted
- Safeguarding concerns arise

8.0 Data Protection & Privacy

LVA complies with:

- GDPR
- Czech Personal Data Protection Act
- UK Data Protection principles

8.1 Student Privacy

Students have a right to privacy, but this does not override safeguarding responsibilities.

8.2 School Monitoring

The school may:

- Monitor network activity
- Restrict access to websites
- Block unsafe applications
- Review device content when legally justified

8.3 Prohibited Actions

The school will never:

- Access personal data without lawful grounds
- Retain data longer than necessary
- Share data without a legal basis

9.0 Sanctions

Sanctions follow the **Positive Behaviour Policy** and may include:

9.1 Minor Misuse

- Verbal warning
- Confiscation for the day
- Parent notification

9.2 Moderate Misuse

- Confiscation for multiple days
- Behaviour reflection task
- Meeting with parents
- Loss of privileges

9.3 Serious Misuse

- Suspension
- Behaviour contract
- Referral to safeguarding
- Police involvement (if criminal activity is suspected)

9.4 Examples of Serious Misuse

-
- Sharing explicit content
- Filming staff or students
- Posting harmful content online
- Threatening behaviour
- Cyberbullying

10. Exceptions & Reasonable Adjustments

Exceptions may be granted for:

- Medical needs (e.g., diabetes monitoring)
- SEND accommodations
- Travel safety
- Translation support (with teacher approval)

Requests must be submitted in writing to the Head of School.

11. Education & Prevention

LVA promotes responsible digital citizenship through:

11.1 Curriculum Integration

- PSHEE
- RSE
- Global Perspectives
- ICT lessons

11.2 Student Learning Includes

- Online safety
- Digital footprints
- Privacy and consent
- Cyberbullying awareness
- Responsible communication
- Reporting concerns
- Managing screen time
- Recognising online manipulation

11.3 Parent Engagement

- Workshops

- Guidance documents
- Edookit updates
- Digital-safety evenings

12. Reporting Concerns

Concerns may be reported to:

- Class Teacher
- Safeguarding Team
- School Counsellor
- Senior Leadership Team
- Edookit

All reports are handled confidentially and in line with safeguarding procedures.

13. Monitoring & Review

This policy is reviewed annually by:

- Senior Leadership Team
- Designated Safeguarding Lead
- School Director

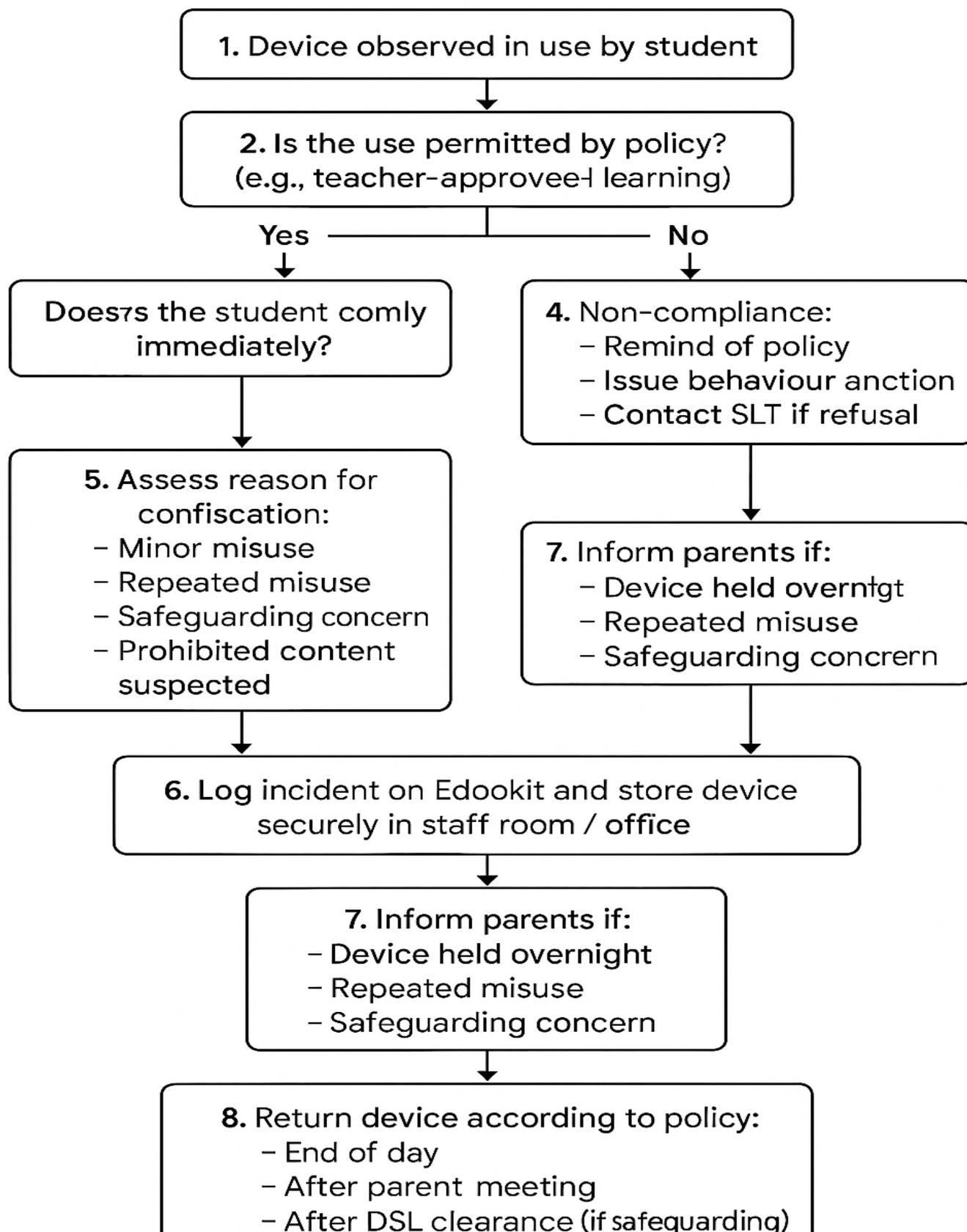
Reviews consider:

- BSO inspection feedback
- ČŠI recommendations
- DfE updates
- Emerging digital risks
- Parent and student feedback

15. Staff Operational Appendix (Internal Use Only)

(Confiscation Flowchart, Search Protocol, DSL Escalation)

Confiscation Flowchart



15.2 Search & Screening Protocol

When a Search Is Permitted

A search may be conducted **only by authorised staff** when there is reasonable suspicion of:

- Cyberbullying
- Harassment or threats
- Sharing explicit or harmful content
- Exam malpractice
- Safeguarding concerns
- Criminal activity
- Filming staff or students
- Posting harmful content online

Staff Must NOT Search When:

- There is no reasonable suspicion
- The concern is minor
- The student is distressed
- The staff member is not authorised

Search Procedure

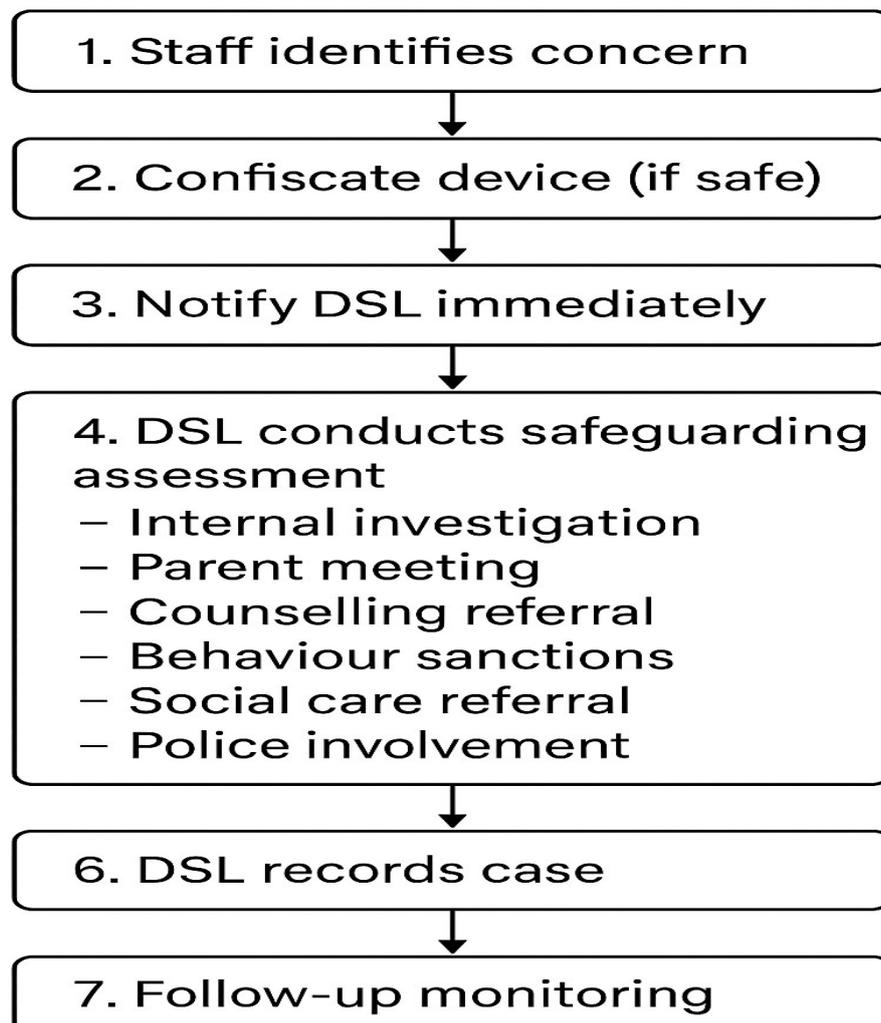
1. Assess the situation
2. Ensure two adults are present
3. Explain the reason for the search
4. Request cooperation
5. Limit search to relevant content
6. Do NOT browse unrelated content
7. Stop immediately if illegal content is found
8. Document everything
9. Return or retain device as appropriate

15.3 DSL Escalation Pathway

Immediate DSL Referral Required When:

- Explicit images are involved
- Grooming or online contact from unknown adults
- Threats, blackmail, or harassment
- Filming staff or peers
- Evidence of self-harm or suicidal ideation
- Criminal activity suspected
- Student refuses to hand over the device and becomes distressed

DSL Escalation Flow



15.4 Staff Responsibilities Summary

All Staff

- Enforce device rules
- Confiscate when necessary
- Report concerns
- Never search without authorisation
- Never use personal devices to photograph students

SLT

- Authorise searches
- Support staff
- Communicate with parents

DSL

- Lead safeguarding investigations
- Assess risk
- Decide on external agency involvement
- Maintain safeguarding records

15.5 Chain of Custody for Confiscated Devices

- Store in a **locked drawer or cabinet**
- Label with student name, date, time, staff member
- Do not leave unattended
- Do not access unless authorised
- Return according to policy or DSL instruction

15.6 Parent Communication Templates

Minor Misuse

“Your child’s device was confiscated today due to misuse during school hours. It will be returned at the end of the day.”

Repeated Misuse

“Your child’s device has been confiscated due to repeated misuse. A meeting is required to discuss next steps.”

Safeguarding Concern

“A safeguarding concern involving your child’s device has been identified. Please contact the school immediately.”