

# Own Devices policy

St Mary's Catholic Voluntary Academy



St Ralph  
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Catholic Multi Academy Trust

**Approved by:**

St Mary's Catholic  
Voluntary Academy

**Date:** December 2024

**Last reviewed on:**

December 2024

**Next review due by:**

December 2026

# OWN DEVICE

*This policy operates in line with our school mission, Catholic ethos and best safeguarding practice. St Mary's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

Mobile phones have greatly increased in their technological capacity in recent times. They now have a range of features, some of which may be used for inappropriate activities within the school setting, e.g. bullying via text message, filming incidents of bullying, sharing or taking inappropriate images, etc. This policy seeks to clarify the school's position on such phones and therefore ultimately to contribute to our safeguarding of the children.

## 1. PUPILS

Under no circumstances should a child have a phone during the school day. Any such phones will be looked after in the school office until the end of the school day; parents will usually be contacted and informed that the phone has been brought to school unless prior agreement has been sought (see Appendix 1). Similarly, mobile phones should not be brought on school visits, including residential trips.

Pupils should not use the school telephone without prior permission from staff. They are allowed to speak on the telephone (for example to their parents) only in the presence of an adult.

## 2. ADULTS

Adults should not, as a general rule, use mobile phones for personal calls during the school day, particularly when children are around. Phones should not be used during lesson times, including receiving and sending text messages. Personal texts and calls should also be avoided during meeting times and, at the very least, phones should be set to "silent" at such times. Should there be a reason why you need to use your phone during the school day, for example waiting for an important message, please discuss this with the Headteacher.

Adults can make work related calls during the day on the school telephone line. They can also make essential personal calls during break, lunchtimes and at either end of the working day, mindful of the need to contribute to the phone bill only for any extended or long distance calls or calls to mobile phones which charge a high rate. On occasions, particularly when classes are off-site, it is advisable for staff to have a mobile phone with them, and to keep this switched on, to provide a rapid means of contacting school or colleagues. We expect staff to let school know immediately if there is an unexpected delay on a trip, or if there is an accident or serious incident.

Phones should **never**, under any circumstances, be shared with children. On no account should any adult show features of a phone to children; this includes music and images of any sort. Staff should not use the camera feature of their phone in presence of any children and should never take photographs of the children with their camera phones. Any such actions leave staff vulnerable to accusations from children. Parents are increasingly wary of the use of phones in the vicinity of their children.

## 3. VISITING STAFF

The above applies to all staff on our premises. Permanent staff are vigilant and remind anyone who is using their phone in any way in front of the children not to do so. It is the responsibility of all staff to inform the Headteacher or the Deputy Headteacher of any incidence of phones being shared with children at the earliest opportunity. Visiting students should be made aware of the phone policy during their welcome meeting with the student mentor and any planning visits made before a placement.

## END OF SCHOOL DAY ARRANGEMENTS

I/ We give permission for our child ..... (*insert pupil's name*) to leave school independently at the end of the school day.

☐ Walk to home

☐ Walk to ..... (*insert details*)

☐ Public Transport ..... (*insert details*)

☐ Other ..... (*insert details*)

☐ My child will bring a mobile phone into school but he/ she understands that this CAN NOT be used during the school day and should be handed in to the school office on arrival at school and will be returned to them at the end of the school day.

Signed ..... (*MUST have parental responsibility*)

Print Name .....

Date .....

# TAKING PHOTOS/ RECORDINGS IN SCHOOL

I wish to take photos/ film of events in school

I undertake to keep the photos/ recording for my own personal use and will not reproduce/ share/ publish any part of it that shows another child other than my own on any social media site/ website/ public forum

Signed .....

Print Name .....

Date .....

## FOR SCHOOL USE ONLY

Received

Print Name .....

Signed .....

Date .....