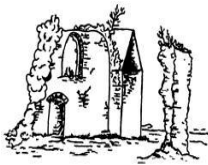


# The Priory Catholic Voluntary Academy

Part of the Saint Ralph Sherwin Catholic Multi Academy Trust



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**Headteacher:** Mr Anthony Harrison MA

## Own Devices Policy

### Mission Statement

**The Priory: a place to learn, have fun, grow and develop, in the light and love of Christ.**  
**Jesus said: "I am the vine; you are the branches" (John 15:5)**

### Catholicity

Our religious beliefs coined within Catholic social teaching are central to the provision throughout the whole school; and the foundation on which the ethos of the school is built. Every person is recognised as a unique creation of God; it is the intention of every member of staff, for each child to be assisted in every way possible, to achieve his or her potential in all the fields which make up the whole human person: the academic, social, moral, physical, and spiritual.

As Jesus taught through his actions and words, everyone has the right to be treated equally –with dignity and respect. All who work and learn here do so in the knowledge that God created us as unique individuals where our differences; whether of disability, gender, gender reassignment, pregnancy, race, religion or belief, sex and sexual orientation and age, are celebrated as part of the wonderfully created world in which we live.

Our attitudes are Gospel led and every opportunity is taken to refer to behaviour norms which are seen as desirable, and which epitomize those which are fostered by the Gospel teachings. This is especially the case in the ways in which we respect and relate to others through:

- valuing, respecting, and promoting the rights, responsibilities, and dignity of individuals within all our professional activities and relationships
- all members of staff feel valued, well trained, and able to perform their professional duties free from undue and damaging stress
- ensuring the equality of educational opportunities based on merit, irrespective of background, beliefs and socio-economic contexts.

As a worshipping community, we appreciate the importance of prayer in our daily lives and try to present as many opportunities as possible to participate in this intrinsic part of our Catholic Faith. It is from this action and acknowledgement of our faith that we are impelled to share our resources –the school and parish community undertake a great deal of charity work, supporting the global family of God on a local, national, and world-wide basis.

## **Aims of the Policy**

This policy operates in line with our school mission, Catholic ethos and best safeguarding practice. The Priory Catholic Voluntary Academy 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 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.

## **Pupils**

Under no circumstances should a pupil have a mobile phone during the day. Where prior arrangements have been made with parents, all phones will be looked after in the school office until the end of the school day. 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.

## **Adults**

Adults should not, as a general rule, use mobile phones for personal calls during the school day, particularly when pupils are present. 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 all times during the school day. Should there be a reason why you need to use your phone during the school day, for example waiting for an important message, please notify your line manager and/or the Headteacher.

Adults should make work-related calls during the day on the school telephone system. They can make other important personal calls either by using the school telephone system, or on their own mobile device/phone. To do this, they must notify their line manager and/or the Headteacher. They are asked to make such calls during break, lunchtime and either before school begins or at the end of the school day.

Staff are asked to keep their mobile devices/phones switched on at all times, particularly when classes are off-site, as it is advisable for staff to have a mobile device/phone with them, and to keep this switched on, in order to alert members of (senior leadership) staff of an emergency. We expect staff to let senior leaders know

immediately if there is an unexpected delay on a trip, or if there is an accident or serious incident that requires immediate attention – either in school or out!

Personal devices and phones should never, under any circumstances, be shared with pupils. 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 the presence of pupils and should never take photographs of pupils with their camera phones.

## 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 pupils 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 pupils 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 their placement begins.

Quick-fire check of Communication Technologies: mobile phones, devices, apps and social media								
Communication Technologies	Staff and other adults				Pupils			
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with school parental agreement	Not allowed
Mobile phones brought to school	X						X	
Use of mobile phones in lessons				X				X
Use of mobile phones in social time	X							X
Taking photos on mobile phones/cameras			X					X
Use of personal email addresses on school devices				X				X
Use of messaging apps		X						X
Use of social media		X						X
Use of blogs	X					X		

Reviewed: December 2024

Next Review: December 2026