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## Mobile Phone Policy

Mobile phones now include numerous functions such as high-resolution cameras, video recording capabilities, instant messaging, mobile office applications, access to the internet and a wide range of social media platforms like Facebook, Instagram, TikTok, and X (formerly Twitter). Smartphones enable immediate access to emails, facilitate information searches, support the use of AI-based applications and allow users to engage with various online communities.

For young people, mobile phones are a central part of their social lives and when used responsibly, they have the potential to support learning and well-being. However, as technology advances, schools face new challenges in managing mobile phone use, including issues related to cyberbullying, data privacy and the digital well-being of pupils.

While we recognise the educational benefits of mobile phones, misuse can lead to disruption and harm. To protect the well-being of pupils and staff, this policy outlines the acceptable use of mobile phones in school, defines unacceptable behaviour, and provides guidance on how breaches of this policy will be handled.

Parents and pupils must understand that misuse of mobile phones will not be tolerated.

**All mobile phones must be handed in to Reception on arrival at school**

### **Unacceptable Use**

The following are examples of **unacceptable use** that may lead to serious disciplinary action:

- **Cyberbullying:** Sending, receiving, or posting texts, images, videos, or social media posts that harass, intimidate, or demean others, whether during or outside school hours.
- **Privacy Violations:** Photographing, filming, or recording staff or other pupils without explicit permission, particularly in sensitive areas like toilets and changing rooms.
- **Inappropriate Content Sharing:** Sending, receiving, or sharing sexually explicit content ("sexting"), violent images, or any material that could cause harm or distress to others.
- **Disruptions to Learning:** Using mobile phones during class time or school activities without permission, leading to disruptions.
- **Inappropriate Online Behavior:** Engaging in disrespectful, defamatory, or harmful online behaviour that could damage personal reputations or the reputation of the school.
- **Unauthorized Access and Security Threats:** Hacking, phishing, or using malicious software on school networks or devices.



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- **AI-generated content misuse:** Using AI tools for harmful, manipulative, or inappropriate purposes, such as creating fake images, videos, or messages with malicious intent.
- **Compromising Staff Responses:** Phoning parents immediately following an incident, which may compromise the ability of staff to effectively address the situation.

## Dealing with Breaches

Breaches of the mobile phone policy will be addressed in line with the school's behaviour policy. The following actions may be taken:

- **Initial Breaches:** For minor infractions, such as unauthorized phone use, the phone will be confiscated and may be returned at the end of the school day.
- **Repeated or Serious Breaches:** For more serious misuse (e.g., cyberbullying or privacy violations), phones may be confiscated for a longer period (up to a term). Parents may be required to collect the phone in person.
- **Digital Evidence:** In cases of serious misuse (e.g., criminal behaviour), the phone may be handed over to the police as evidence, and law enforcement will be notified. The school reserves the right to preserve evidence by securely storing confiscated devices.
- **Permanent Exclusion:** Serious or repeated offences that result in significant harm, harassment, or distress to other pupils or staff could lead to permanent exclusion.

## Sanctions

Pupils and parents are hereby notified that appropriate action will be taken against those who breach the acceptable use guidelines, in accordance with the school's behaviour policy. In addition:

- Pupils and their parents should be fully aware that the school reserves the right to confiscate a mobile phone *for a period of up to a term* in cases where the guidelines have been breached.
- Using a mobile phone outside school hours to intimidate, upset, or undermine the stability of the school or its staff and pupils will be treated as a breach of these guidelines, similar to unacceptable use that occurs during school hours.
- **In the event of a confiscation, the school will clearly communicate the duration of the confiscation and the procedures to be followed for the phone's return.**
- Pupils should understand that if there is serious misuse of a mobile phone suspected of involving criminal activity, the police will be informed.
- If a pupil engages in behaviour that causes serious harassment, alarm, or distress to another pupil or member of staff, the ultimate sanction may be permanent exclusion. The school will take into account the impact of the act on the victim when determining the appropriate sanction.

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## **Confiscation Procedure**

If a mobile phone is confiscated, the following procedures will be followed:

- The pupil will be informed that the phone can be collected at the end of the school day from the Headteacher or a nominated senior member of staff.
- The confiscation will be recorded in the school behaviour log for monitoring purposes.
- The school will ensure that confiscated devices are stored securely and can be returned to the correct individual.
- In the case of repeated or serious misuse, the phone will only be returned to a parent or carer, who will need to make an appointment to collect the phone from the school. The collection may occur at the end of a week, a half-term, or for a longer period, depending on the circumstances. At the discretion of the Headteacher, the phone may be returned to the pupil at the end of the confiscation period.
- Where a pupil persistently breaches expectations after receiving a clear warning, the Headteacher may impose a ban on bringing a mobile phone to school. This ban may be for a fixed period or could be permanent.

## **Where the Phone has been used for an Unacceptable Purpose**

In instances where a phone has been used for an unacceptable purpose, the Head or a designated member of staff will request to view the files stored on the confiscated device.

If necessary, they will seek the cooperation of parents to delete any files that are in clear breach of these guidelines, unless such files need to be preserved as evidence. If evidence of the offence or suspected offence is required, it will be preserved appropriately, which may involve securing the confiscated device or taking photographs of the relevant screen content.

The school will consider whether the incident should be reported to the safeguarding Governor for further review. Additionally, the designated member of staff will monitor any repeat offences to identify patterns related to the perpetrator or the victim that may warrant further investigation.

## **Security**

The security of personal mobile phones is the responsibility of pupils. The school accepts no liability for damage, theft, or loss.



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## **Mobile Phone Usage by Parents**

Parents are not allowed to use their mobile phones or their camera facility whilst in the school building or site. School policy on this matter will be explained to parents and placed on the school website.

During group outings nominated staff will have access to a school mobile or IPAD which may be used for photographs or contact purposes.

In the case of school productions parents/carers are permitted to take pictures of their children under school protocols which strongly advise against the publication of any such photographs on social networking sites.

## **Staff Use of Personal Devices**

Staff are not permitted to use their personal mobile phones or devices to contact pupils, young people, or individuals connected with the pupils' families. Where contact with pupils or parents is necessary, staff will be provided with a school phone, such as a mobile for school trips or a landline for use in departments or school offices.

Mobile phones and personally-owned devices must be switched off or set to '*silent*' mode and should not be used during teaching periods, except in emergencies. They must remain out of sight in classrooms and throughout the school building. Staff are encouraged to use mobile phones only in designated areas, such as the staff room, and away from children, avoiding open areas and locations where children may be present at any time of day.

Staff should refrain from using personal devices, including mobile phones or cameras, to take photos or videos of pupils and should utilise only school-provided equipment for such purposes.

Any breaches of this policy may result in appropriate disciplinary action. Staff use of mobile phones during the school day is limited to morning breaks, lunch breaks, and after-school hours. Staff must ensure that their devices are protected with PINs or access codes in case of loss or theft.

Staff should not send or receive texts in classrooms or use camera phones at any time. Contacting pupils from personal mobile phones or giving out personal phone numbers to pupils is strictly prohibited. If a staff member needs to communicate with a parent, they should use a school telephone.

Staff must never store parents' or pupils' telephone or contact details on their personal devices to prevent the possibility of inappropriate contact.

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Additionally, staff should not send or accept texts or images that could be deemed inappropriate. If a staff member suspects that a message or text may contain inappropriate content, they should not open it but should instead report the matter to a senior member of staff, preferably the Online Safety Coordinator or Designated Safeguarding Lead (*DSL*).

<b>Created and Reviewed by:</b>	<b>Policy Category:</b>
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<b>Approved by:</b>	<b>Reviewed by:</b>
Elena Benito - Inspired CEO of Spain 17th November 2025	Roksana Heller / Dawn Akyurek March 2025
<b>Next Review:</b>	<b>August 2026</b>

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## Appendix 1 Guidance on Confiscation

### **DfE Guide on Screening and Searching - What the Law Allows Please**

<https://www.gov.uk/government/publications/searching-screening-and-confiscation> (updated July 2022)

Please be aware that searching mobile phones and requesting PIN codes may be illegal in certain countries. Always attempt to have the student voluntarily provide the information or ensure a parent is present.

*“Schools’ general power to discipline, as set out in Section 91 of the Education and Inspections Act 2006, enables a member of staff to confiscate, retain, or dispose of a pupil’s property as a disciplinary penalty where reasonable to do so.”*

For the full document, please refer to: <https://www.legislation.gov.uk/ukpga/2006/40/section/91>

DfE Behaviour and discipline guidance for school staff (January 2022):

[https://consult.education.gov.uk/school-absence-and-exclusions-team/revised-school-behaviour-and-exclusion-guidance/supporting\\_documents/Behaviour%20in%20schools%20%20advice%20for%20headteachers%20and%20school%20staff.pdf](https://consult.education.gov.uk/school-absence-and-exclusions-team/revised-school-behaviour-and-exclusion-guidance/supporting_documents/Behaviour%20in%20schools%20%20advice%20for%20headteachers%20and%20school%20staff.pdf)



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## Appendix 2 Legal Context

### Common Offences Related to the Misuse of Mobile Telephones

The key to both offences below is that the message, picture, or video is actually **SENT**. If it is only stored on a device, the offence is not complete.

#### **Malicious Communications Act 1988**

It is an offence to send an indecent, grossly offensive, or threatening letter, electronic communication, or other article to another person with the intention that it should cause them distress or anxiety.

#### **Communications Act 2003**

Section 127 covers all forms of public communications:

- **127(1)** A person is guilty of an offence if they:
  - (a) send by means of a public electronic communications network a message or other matter that is grossly offensive or of an indecent, obscene, or menacing character; or
  - (b) causes any such message or matter to be sent.
  
- **127(2)** A person is guilty of an offence if, for the purpose of causing annoyance, inconvenience, or needless anxiety to another, they:
  - (a) send by means of a public electronic communications network a message that they know to be false,
  - (b) cause such a message to be sent; or
  - (c) persistently make use of a public electronic communications network.



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