



Mobile Phone Policy

Junior Programmes

Purpose

Mobile phones can help students access programme information, use the Lewis Summer app and stay in contact when needed. This policy explains how students may use mobile phones safely and responsibly during their time with Lewis School of English. It is designed to support learning, safety, communication and student wellbeing.

Scope

This policy applies to students on Lewis School of English junior programmes during lessons, activities, trips, time in the residence and free-time periods.

General rule

Students may bring mobile phones on junior programmes, but they must use them safely, responsibly and at appropriate times. Students must follow this policy and any instructions given by Lewis staff.

Students are responsible for looking after their own phones. Lewis School of English cannot accept responsibility for loss or damage to personal devices.

Student mobile numbers

Before arrival, we ask parents, guardians, agents or group leaders to provide each student's mobile phone number, where available. This information is checked again with students during induction. This helps Lewis staff contact students during the course, on trips, or in an emergency.

Student mobile numbers are used only for appropriate course, welfare and safety communication.

Digital access and alternatives

Some parts of the programme use mobile phones, including the Lewis Summer app, online forms, quizzes, badges and some class tasks.

However, students will not be disadvantaged if they do not have a phone, cannot use a phone, have a low battery, or cannot access the app at that moment. If a student cannot use a phone, Lewis staff will provide an alternative where needed. This may include:

- checking the centre notice board
- asking a member of staff, Group Leader or Lewis Guardian for information
- using a paper-based quiz or worksheet

- completing a paper version of a form
- joining in through another suitable arrangement agreed by staff

Permitted use

Students may use their phones for:

- accessing the Lewis Summer app, such as for timetable information, forms and quizzes
- contacting Lewis staff, their Group Leader, Lewis Guardian or host when needed
- emergency contact
- class tasks or projects, when a teacher gives permission
- activity tasks or projects, when an Activity Leader gives permission
- taking photos or videos, where this is appropriate and permitted

Lewis Summer app and badges

Students normally need to use the Lewis Summer app on a phone to collect app badges. If a student does not have access to a phone on a particular day, staff will provide an alternative arrangement where possible. For example, the student may complete a paper-based quiz or challenge.

Lessons and activities

During lessons and activities, phones must be switched off or put away unless a teacher or Activity Leader gives permission.

The use of mobile phones is not permitted during the placement test.

Phones must not be used in a way that distracts the student or other people.

Students must not use phones to cheat in tests, quizzes or classwork.

Trips and off-site activities

On trips and off-site activities, students should keep their phone switched on and fully charged, where possible.

Students should save the Lewis emergency number and the number of their Group Leader or Lewis Guardian.

Phones must not be used while crossing roads or in any situation where attention is needed for safety.

Photos, videos and social media

Students must ask permission before taking or sharing photos or videos of other people.

Students must not take photos or videos in private areas, including bathrooms, changing rooms or bedrooms. Students must not share images, videos or messages that are unkind, offensive, embarrassing or unsafe.

If a student, parent or guardian has opted out of photos or videos, Lewis School will respect this.

Bedtime in residential accommodation

For students in residence, phones must be away and silent at bedtime.

Students in residence must be in bed by 22:45. Lights and screens must be off by 23:00.

Students must not use phones after lights out unless there is an emergency or they have permission from Lewis staff.

Inappropriate use

Inappropriate phone use may include:

- using a phone in lessons or activities without permission
- using a phone during the placement test
- taking or sharing photos or videos without permission
- bullying, harassment or unkind messages
- accessing inappropriate content
- using a phone after lights out in residential accommodation
- ignoring staff instructions
- using a phone in a way that creates a safety risk
- using a phone to cheat in a test or class task

If a student breaks this policy

If a student uses their phone in the wrong way, Lewis staff may:

- remind the student of the rule
- ask the student to put the phone away
- hold the phone for a short time and return it later
- speak to the student's Group Leader, parent, guardian or agent
- record the incident
- use the normal student disciplinary procedure where needed

If there is a safeguarding concern, staff will follow the Safeguarding Policy and related procedures.

Support

If a student loses their phone, breaks their phone, cannot access the Lewis Summer app, or is worried about something online, they should speak to Lewis staff, their Group Leader or their Lewis Guardian.