



The English School of Mongolia

ESM Sarguuli
Bayanzurkh Duureg
Ir Khoroo
T + 979 (11) 451265

www.esm.edu.mn

The English School of Mongolia (ESM)

Preschool

Mobile Phone & Electronic Device Policy

Introduction

This policy was drawn up in response to technological advances, which have seen a significant increase in mobile phone hand held electronic devices amongst the school population over recent years.

Rationale

The following procedures have been put in place to ensure minimal and safe usage of mobile phones and electronic devices at ESM, due to the facts that

- Mobile phones, Tablets (iPads etc), Game Boys/PSPs, MP3s/iPods etc. are intrusive and distracting in a school environment and can reduce constructive socialization during break times.
- Strategies must be put in place to reduce the intrusiveness of unauthorized technology in a school situation.
- Mobile phones may be used to conduct bullying campaigns.

Aims:

It is our aim to:

- To lessen intrusions on and distractions to children's learning during the school day.
- To ensure children have maximum opportunities to socialize positively during break times.
- To ensure that electronic devices in and owned by the school (iPads, computers etc.) are used under the instruction and supervision of staff only, and are used for educational and learning purposes.

Relationship to School Ethos

The use of mobile phones and other electronic devices contravenes the provision of a safe and secure school environment and is not conducive to learning, a provision which is central to the mission statement and ethos of ESM.

Guidelines and Procedures for Children

The following are the guidelines for mobile phone/electronic devices usage in the school;

- Children are not allowed to use mobile phones or their own personal electronic games or devices during school hours.
- Children **are not allowed** to bring mobile phones or electronic devices into school.

Guidelines and procedures for Staff

- Classroom supervision is usually organized if a class teacher/TA has to contact other professionals or outside agencies in relation to a particular child. This contact is then made using the school landline or school mobile.
- The organization of school events such as sporting games, events etc. should be organized on the school landline or school mobile, but calls relating to such school business may also be received and made on teacher's/TA's personal phones during the school day.
- The Head and the coordinator may have their mobile phones turned on at all times when in classrooms, so that they are contactable by the office / staff (in case of emergency) at all times.
- Staff personal mobiles may also be used to contact the head / office in the case of an emergency in the classroom / yard etc.
- Staff personal calls and texts are ordinarily confined to break times (but not while on yard duty).
- All staff should have their phones on silent during class time.
- It is acknowledged that teachers and SNAs may need to be contactable by their family / their children's school etc. during the day, so phones may be left in view (while on silent) throughout the school day. Staff personal calls on their mobile phones may be answered in cases of such emergencies.

The policy will be reviewed, as necessary, in the light of experience.

Review Date: March 2019