

CELL PHONE AND ELECTRONIC DEVICE POLICY FOR 2025-2026

PURPOSE:

To create an environment conducive to learning by minimizing distractions caused by cell phones and other personal internet-enabled electronic devices, ensure the safety and focus of all students during the school day, and follow Education Law 2803; effective August 1, 2025, all New York State schools are required to adopt a policy that prohibits the use of personal internet devices during the school day on school grounds. An "internet-enabled electronic device" is defined as an electronic device capable of connecting to the internet and enabling the user to access content on the internet. Examples of such devices include cell phones, smartphones, smartwatches, laptops, tablets, iPads, and portable music and entertainment systems.

POLICY STATEMENT:

Students will not be permitted to use or access their personal internet-enabled electronic devices upon arrival at school until the end of the school day. The school day is defined as the period from the moment students enter the school building until the last class of the day ends, including during lunch. The school day starts at 8:00 AM and ends at 2:20 PM. Students will be able to use school/NYCPS-issued devices during the school day.

1. COLLECTION/STORAGE

- Students in grades 3-8 will be assigned a locking pouch (Velcro).
- Upon arrival, students must power off their devices.
- Students will lock their cell phone and any other internet-enabled device inside their assigned pouch.
- Students will store their locked pouches in their bookbags for the duration of the school day.
- At the end of the school day, students will unlock their pouch after exiting the school building.
- Students with approved early dismissal (signed out by parent or guardian) will be able to unlock their pouch once in the presence of said parent/guardian.
- The student will maintain possession of their assigned pouch and will be responsible for following the above procedure the next school day.
- In the event that a storage device, such as a pouch, is lost or damaged, the school will require a replacement fee of \$10.00 for a new pouch.
- Students participating in the NIA afterschool program or any other school-related event from 2:20PM, will be required to wait until the conclusion of the day's program or event, to unlock their pouch.

2. EMERGENCY COMMUNICATIONS

- In case of emergency or exigent circumstances, parents or guardians can call Andrea Abrams, parent coordinator at 718- 236-5447 ext. 1230 or Elena Gallo, supervising school aide at 718-236-5447 ext. 1172, to reach their child.
- In case of emergency or exigent circumstances, students may access phones in Room 456 (Mr. Sherman, Dean), Room 221 (Ms. Tipaldi, AP), Room 209 (Ms. Paduano, AP), or Room 117 (Main Office), to reach their parents or guardians.
- In case of emergency or exigent circumstances, the school will use GAMA to communicate information to parents or guardians.
 - a. Here is how parents/guardians can access the automated messaging system [GAMA]: You can sign up for an account by entering a few basic details. This will allow you to begin receiving notifications from the DOE. It only takes five minutes, and it is the first step in getting a full account. Review the NYCSA Setup Guide for detailed information about setting up a NYC Schools Account.
 - b.

3. EXCEPTIONS

- Students are allowed to use their device if they have an individualized education plan (IEP) or 504 Plan that includes use of an internet-enabled device and do not have a DOE- issued device for such purpose.
- Parents/Guardians must contact William Kirk, principal at 718-236-5447 or WKirk@schools.nyc.gov, if a student requires an exception for such reasons such as: medical monitoring/treatment (for example, to monitor blood sugar or other similar circumstances), if student is a caregiver, for approved language purposes (such as translation or interpretation services if no other means are available), or where otherwise required by law.
- The principal or principal's designee may authorize use for an educational purpose.
- Exceptions will be processed and approved or denied within ten school days of exception request.

4. DISCIPLINE

- Students who use electronic devices in violation of the NYCPS Discipline Code, the school's policy, Chancellor's Regulation A-413, and/or the NYCPS Internet Acceptable Use and Safety Policy ("IAUSP") will be subject to progressive discipline. This means that the disciplinary responses will escalate based on the nature and frequency of the violation. As provided in the State Law, a student may not be suspended solely on the grounds that the student accessed a personal internet-enabled device in violation of the school policy. Repeated incidents of insubordination (i.e. refusal to surrender or store device) **may** result in a suspension **if approved** by the Office of Safety and Youth Development.

5. POSSIBILITY OF USE OF LOCK BOXES

- If the school administration finds that the nature and frequency of students using electronic devices in violation of the NYCPS Discipline Code, the school's policy , Chancellor's Regulation A-413, and/or the NYCPS Internet Acceptable Use and Safety Policy("IAUSP") is counter to Distraction-Free School, then the use of class-specific lock boxes may be implemented to store the locked pouches during the school day.

6. OTHER: If lost or Stolen

- In the unlikely event that an electronic device is stolen or damaged at school, parents can submit a claim to the Comptroller's Office. More information on submitting a claim is available on the Comptroller's webpage.