



Successful Terrific Achieving Remarkable Students

CELL PHONE POLICY (UPDATED 2019)

Students are permitted to bring the following electronic items, to be known throughout this document as “electronic devices,” to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices (“computing devices”); and 3) portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo DS.

A. The possession of electronic devices at school is subject to the restrictions below.

1. Electronic devices must be kept in students’ book bags or backpacks from when students enter the school building until the end of the school day.
2. Electronic devices may not be turned on or used during the administration of any school quiz, test or examination.
3. Electronic devices may not be turned on or used during the administration of any school quiz, test or examination, except where use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.
4. The use of electronic devices during the administration of state standardized examinations is governed by State Education Department Rules.
5. Electronic devices may not be turned on or used during school fire drills or other emergency preparedness exercises.
6. Electronic devices may not be used in bathrooms, hallways, the cafeteria, the gym, other common areas, or on the playground.

B. Warning and revocation policy for the unauthorized use of electronic devices

1. A teacher or staff member who sees a student with an electronic device will issue a verbal warning and ask the student to immediately return the electronic device to his or her backpack.
2. If a teacher or staff member sees a student using or holding an electronic device outside of his or her backpack twice in the same day, or if there is a recurring pattern of daily infractions of the policy, a letter will go home to the student’s parent or guardian



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informing them of the violation and explaining the potential consequences of further violations.

3. If a student who has had a letter go home to his or her guardian for violating the policy is seen violating the policy once more, that student will no longer be allowed to bring electronic devices to school.

C. Inappropriate Content

If possible inappropriate content is found or believed to be stored on an electronic device; the school will:

- Immediately notify the NYPD and senior field counsel.
- Immediately notify the parent.
- Wait for instructions from senior field counsel, who will coordinate with law enforcement.
- Investigate the allegations and take appropriate disciplinary action in accordance with the Discipline Code.

D. Theft or Damage

If a student reports that an electronic device is stolen or damaged, the school will file an **OORS** report.

- Notify NYPD if possible criminal behavior is involved.

E. Discipline

Students who use cell phones, computing devices, and/or portable music and entertainment systems in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("ISUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.