



251 MacDougal Street - 3rd Floor
Brooklyn NY, 11233
718-453-3039
Craig Garber -Principal

BEES MS 664 School Cell Phone and Electronic Device Policy 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 school 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-enabled 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 8:30 am and ends at 2:50 pm. Students will be able to use school/NYCPS-issued devices during the school day. If students participate in BEES sponsored or DYCD sponsored extra curricular activities this policy extends to the end of those activities as well.

1. COLLECTION/STORAGE

- Upon arrival, students must power off their devices.
 - A designated collection point, supervised by staff members, will be set up by BEES 3rd Floor entrance, between 8:30 am and 8:45 am. If students arrive after this window, they will relinquish the device in the Main Office Room 307A as they sign in late.
 - At the end of the school day, devices will be distributed by school staff in 8th period classrooms between 2:45 pm and 2:50 pm.
 - Students with approved early dismissal will retrieve their devices in location Main Office Room 307A from AP, Dean or Parent Coordinator.

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2. EMERGENCY COMMUNICATIONS

- In case of emergency or exigent circumstances, parents or guardians can call Parent Coordinator at 718-453-3039 to reach their child.
- In case of emergency or exigent circumstances, students may access phones in Main Office Room 307A to reach their parents or guardians.
- In case of emergency or exigent circumstances, the school will use Talking Points and GAMA to communicate information to parents or guardians.

Here is how parents/guardians can access the automated messaging system: (include [directions](#) for setting up [NYCSA account](#) to access GAMA, etc)

3.EXCEPTIONS

- Students are allowed to use their device if they have an individualized education program (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 Ms. Almonte, Guidance Counselor at 718-453-3039 if a student requires an exception for reasons such as: medical monitoring/treatment s (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/designee may authorize use for an educational purpose.

Exceptions will be processed and approved within 10 days of receipt of 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 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.
- At BEES we follow the following three steps.

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- Step 1: Dean/AP will confiscate the phone for the day and return at dismissal with parental contact.
- Step 2: Dean/AP will confiscate the phone until a parent/guardian comes to retrieve the phone.
- Step 3: Principal will schedule a meeting with the family to discuss the policy and progressive discipline steps.
- All cell phone violations will be documents in OORS and will have impact on school wide privileges.

5.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](#).

We appreciate your cooperation in helping us maintain a focused and productive learning environment. If you have any questions or need further clarification regarding these policies, please do not hesitate to contact Craig Garber, Principal, at 718-453-3039.

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