



## The High School for Community Leadership

*"Ready for University, Committed to Community"*

### **School Cell Phone & Electronic Device Policy**

#### **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.

#### **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.

- 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.
- The school day is defined as the period from the moment students enter the school building until the last class of their programmed schedule ends, including during lunch and field studies. The school day starts at 8:55 am and ends at 3:15 pm.
- Students will be able to use school/NYCPS-issued devices during the school day. Students who need to contact their caregivers will be able to use the phone in the schools' main office, and caregivers who need to contact students may call the school's main office.
- Students who leave the building to participate in approved and supervised school activities such as field trips will have access to their devices once outside the school building.

#### **Collection/Storage**

- Upon arrival, students must power off their devices.
- A designated collection point, supervised by staff members, will be set at scanning, between 8:00 am and 10:00 am. Students who enter school after 10:00 am will turn their devices into the staff member who collects them at the school's main entrance upon their arrival.
- All devices will be secured in locked room for the duration of the school day and distributed to 8th period classes at the end of 8th period.
- At the end of the school day, devices will be distributed by school staff.
  - Students who attend 8th period classes will retrieve their devices from their 8th period teacher at the conclusion of the school day.

- Students who were late or had their device confiscated at scanning or in class will retrieve their devices from staff in rm. 337 following mandatory detention.
- Students with approved early dismissal will retrieve their devices from the main office from designated school staff, including the dean, community associate, or administrator.

### **Emergency Communications**

- In case of emergency or exigent circumstances, caregivers can call the school's primary phone line (718-558-9801 ext 3365) to reach their child.
- In case of emergency or exigent circumstances, students may access phones in the main office under staff supervision to reach their parents or guardians.
- In case of emergency or exigent circumstances, the school will use NYCDOE Messenger and NYCHSCL app to communicate information to parents or guardians.
  - Caregiver contact details are uploaded to these secure systems from NYC DOE data systems. Caregivers **MUST** ensure that contact details are up-to-date in all school files, including NYCSAs and emergency cards.
  - Caregivers may access support in establishing or updating NYCSAs from the Parent Coordinator (Ms. Roy).

### **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.
- Caregivers must contact their student's guidance counselor if a student requires an exception for reasons such as: medical monitoring/treatments (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 submission of approved documentation.

### **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.

### **Loss or Damage**

- 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 us at 718-558-9801 or email [Admin@nychscl.org](mailto:Admin@nychscl.org).