



English Language Learners and Internationals Support (ELLIS) Preparatory Academy

99 Terrace View Ave, Bronx, NY 10463
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Norma Vega, Principal

**School Cell Phone & Electronic Device Policy
2025-2026 School Year**

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:

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 **7:45 a.m.** and ends at **2:44 p.m.** Students will be able to use school/NYCPS-issued devices during the school day.

1. COLLECTION/STORAGE

- Upon arrival, students must power off their devices.
 - A designated collection point, supervised by staff members, will be set up by **the fourth floor main** entrance to the building, between times **7:45 a.m. and 9:30 a.m.** If students arrive after this window, they will remain at scanning and their device(s) will be collected as in previous year upon entering the building.
 - At the end of the school day, devices will be distributed by school staff in either the cafeteria or near the fourth floor exit in front of room 470 between times **1:10 p.m.** and **2:44 p.m.**

- Students with approved early dismissal will retrieve their devices in Room 438B from Ms. Yahaira after approval by the supervising administrator for the grade team (Ms. Norma, Grade 9, Ms. Vanessa, Grade 10/11, Ms. Jen, Grade 12).

2. EMERGENCY COMMUNICATIONS

- In case of emergency or exigent circumstances, parents or guardians can call the ELLIS main office at /role at (718)-220-1889 to reach their child.
 - In case of emergency or exigent circumstances, students may access phones in 438B (Ms. Yahaira's office) to reach their parents or guardians.
 - In case of emergency or exigent circumstances, the school will use the ELLIS App and the school phone messenger to communicate information to parents or guardians.
- a. Here is how parents/guardians can access the automated messaging system:
- i. Attached are instructions on how to setup a NYCSA account or click here to for a guide in multiple languages.

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. Jen, Assistant Principal and Supervisor of Special Education 718-220-1889 x4442 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 5 school days.

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.

1. First infraction: Device confiscated until dismissal; parent/guardian notified.

2. Second infraction: Device released only to a parent/guardian.
 3. Third infraction: Parent meeting required; student may lose the privilege of bringing a device to school and/or sign a behavioral contract.
 4. Refusal to comply or repeated violations: May result in disciplinary action under the NYCPS Discipline Code
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](#).
6. DISSEMINATION:
- This policy will be posted on the school website, communicated on the school app, and reviewed during student orientation and at the upcoming SLT September meetings. The policy will be translated in multiple languages for students and families.

Cell Phone & Electronic Device Acknowledgement Form

Student: I have read and understand ELLIS's Cell Phone & Electronic Device Policy.

Student Name: _____ Date: _____

Advisor: _____

Parent/Guardian: I have read and understand ELLIS's Cell Phone & Electronic Device Policy.

Parent Name: _____ Date: _____

If you have any questions or need further clarification regarding these policies, please do not hesitate to contact **Ms. Norma Vega, Principal at 718-220-1889.**