



## Cell Phone and Electronic Device Policy for PS 290 Juan Morel Campos School 2025-26

At PS 290, we are committed to creating a focused, engaging, and supportive learning environment where all students can thrive. As part of this commitment, we are implementing NYC Public Schools' new citywide policy on cell phones and electronic devices.

### What You Need to Know:

- All NYC public schools are required to have a policy that prohibits student use of personal internet-enabled devices during the school day and on school grounds.
- Students may bring cell phones and other internet-enabled devices to school but cannot use them during the school day from 8:00AM - 2:20PM unless an approved exception applies.
- School issued laptops or tablets are permitted.
- The policy will be posted to our school's website, [ps290juanmorelcampos.org](http://ps290juanmorelcampos.org).

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### Devices covered by this policy include, but are not limited to:

- **Smartphones**
  - **Smart watches**
  - **Tablets**
  - **Laptops**
  - **Any, internet-enable personal device, including portable music and entertainment systems.**
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## Exceptions may be made for:

- Medical needs
- Requirements by a student's Individual Education Plan (IEP) or 504 plan
- Students responsible for the care of a family member
- Exceptions will be made on a case-by-case basis. Request must be made, in writing, to the school principal or assistant principal. Parents will be notified of the decision within seven school days of the request, after review by the appropriate administrator and/or guidance counselor, or school psychologist.

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## PS 290 Electronic Device Storage Procedures:

- **Upon arrival all devices must be powered off.**
- **All devices will be placed in collection box/pouches, in each student's official class (homeroom).**
- **Devices will be locked and stored throughout the school day (bell-to-bell 8:00AM -2:20PM daily, including all before /after school programs).**
- **Prior to dismissal, students will retrieve their devices from the collection box/pouches for dismissal.**
- **PS 290 is not responsible for lost/stolen/damages devices, which are not stored in accordance with this policy.**

*\*In the case of early dismissal, students will be taken to their official class, by a designated staff member to retrieve their device.*

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## Policy Violations:

Students who use a device without an approved exception will not be suspended, but the school may take progressive disciplinary steps as outlined in the NYC Discipline Code such as:

- Violation of this policy will result in confiscation of any unauthorized electronic device. Principal or designee will contact the student's parent.
- Repeated violation of this policy will result in confiscation of the any unauthorized electronic devices. Principal or designee will contact the student's parent violations

will be subject to progressive disciplinary responses as set forth in the NYC Discipline code including:

- Pedagogical school staff meeting with student to address the behavior
- Student/teacher conference
- Formal meeting with student and administrator/designee to address the misbehavior
- Formal Parent conference

*\*Note that students cannot be suspended solely for accessing personal internet-enabled electronic devices in violation of school policy—however, repeated refusal to surrender or store a personal device may result in a suspension.*

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### **In case of an emergency, families can contact students during the school day by reaching out to:**

- Contact our main office at 718-647-1113 Ext. 0
- Contact our parent coordinator, Ms. Roldan at 718-647-1113 Ext. 3 or [LRoldan2@schools.nyc.gov](mailto:LRoldan2@schools.nyc.gov)
- Contact our guidance counselor, Ms. Roman at 718-647-1113 Ext 5 or [LRoman@schools.nyc.gov](mailto:LRoman@schools.nyc.gov)
- Contact assistant principal (Grades PK-2), Ms. Haye at 718-647-1113 Ext. 4001 or [MHaye@schools.nyc.gov](mailto:MHaye@schools.nyc.gov)
- Contact assistant principal (Grades 3-5), Ms. Crespo at 718-647-1113 Ext. 2001 or [m Crespo10@schools.nyc.gov](mailto:m Crespo10@schools.nyc.gov)

PS 290 speaks the following language, if your language is not spoken at our school, translation services may be used.

- Spanish

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### **Learn more:**

Full policy in multiple languages: [schools.nyc.gov/DevicePolicy](https://schools.nyc.gov/DevicePolicy)

Contact: PS 290, 718-647-1113