

LIBERTY AVENUE MIDDLE SCHOOL

350 Linwood Street, Brooklyn, NY 11208

Phone: (718) 647-1301

Kaia Nordtvedt, Principal

Bo Kim, Assistant Principal

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School Cell Phone & Electronic Device Policy 2026-2027

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 3:15pm except on Wednesdays when dismissal begins at 1:00pm. Students will be able to use school/NYCPS-issued devices during the school day.

The policy specifics are as follows:

1. COLLECTION & STORAGE

- Upon arrival, students must power off their devices.
- Liberty Avenue Middle School will be collecting devices in the following manner:
 - A designated collection point, supervised by staff members, will be set up in the cafeteria which students go directly to when entering the building, between times 8:00 am and 9:00 am. If a student arrives later than 9am, they will turn their cell phones in in the main office where they also sign in as late.
 - At the end of the school day, devices will be distributed by school staff in their 9th period classrooms. On Wednesdays, devices will be returned in the cafeteria following 6th period lunch or at the completion of their 6th period class in the specific classroom.

- Students with approved early dismissal will retrieve their devices in the main office where cell phones are locked and stored throughout the day.

2. **COMMUNICATION**

- The policy will be provided to families via GAMA information system and published on the school website before the first day of school.
- Paper copies will be made available on the first day of school and beyond in the main office which is room 313A
- In case of emergency or exigent circumstances, parents or guardians can call our main office: Nadine Oquendo or Edgardo Sanchez at 718-647-1301 to reach their child.
- In case of emergency or exigent circumstances, students may access phones in our main office (room 313A) to reach their parents or guardians.
- In case of emergency or exigent circumstances, the school will use GAMA to communicate information to parents or guardians.
- Here is how parents/guardians can access the automated messaging system: (here are the directions for setting up NYCSA account to access GAMA and ensure we have the most up to date contact information readily available)

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 Bo Kim via email at bo.kim@libertyavems.com 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. 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 devices) **may** result in a suspension **if approved** by the Office of Safety and Youth Development.
- Our progressive discipline will include:
 - Warning with confiscation of phone

- Caregiver Meeting
- Restorative Project
- Each step will be documented in our Online Occurrence Reporting system which may lead to an insubordination violation of the NYCPS Discipline Code.

5. 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 Dr. Kaia Nordtvedt, principal, at knordtvedt@schools.nyc.gov.