

## TEACH Cell Phone & Electronic Device Policy

### Purpose for Cellphone policy:

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.

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 8:15 am and ends at 2:30 pm. 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.
- If the school **collects** devices...
  - A designated collection point, supervised by staff members, will be set up by Stairway C (Van Siclen Avenue) entrance to the building, between times 7:30 am and 9:00 am. If students arrive after this window, They will report to room 326 to pick up a yonder pouch.
  - At the end of the school day, devices will be distributed by school staff in location Stairway C (Van Siclen Avenue) between times 2:30 pm and 2:45 pm.
  - Students who were late or will have to pick up their device from The main office /room #326
  - Students with approved early dismissal will retrieve their devices in main office room 326 Ms. Vincent.

### If school **provides** students with locked pouches...

- Students will place their devices in Yondr Pouch and secure it in front of school staff.
- Students will store their locked pouches in the locked cabinet for the day.
- At the end of the school day, students will unlock their pouch in location Stairway C (Van Siclen Avenue.
- They will remove their device(s) and place the pouches in the bin before leaving the school.
- Students with approved early dismissal will be able to unlock their pouch in main office room 326.
- In the event that a storage device, such as a pouch, is lost or damaged, the school will require a \$5.00 replacement. If the replacement fee isn't paid the student phone will be collected at arrival and returned during dismissal daily.

### 2. EMERGENCY COMMUNICATIONS

- In case of emergency or exigent circumstances, parents or guardians can call Shatima Vincent / Parent Coordinator at 718-927-5540 to reach their child.
- In case of emergency or exigent circumstances, students may access phones in main office to reach their parents or guardians.

- In case of emergency or exigent circumstances, the school will use Kinvolve. to communicate information to parents or guardians.

a. Here is how parents/guardians can access the automated messaging system:

How do I create an NYC Schools Account?

There are three ways you can create a NYCSA account.

You can either visit your child's school in-person to receive a temporary password, contact your school and verify your identity via teleconference and receive a temporary password, or you can use the Account Creation Code on the letter sent home with your child. In Person or Online

1. Set up an appointment with your child's school.
2. Provide a valid photo ID (for example, your passport, your drivers' license, IDNYC), your email address, and your child's 9-digit student ID number, which can be found on his or her report card. If via teleconference, the school will verify the identity of the parent/guardian or eligible student by voice or sight.
3. When you create the account at your school or by teleconference, you'll receive a receipt with your temporary password printed on it either in-person or by email.
4. Go to <https://schoolsaccount.nyc> and enter your email address and temporary password. Please note that the temporary password expires in 30 days. You will be asked to create a new password for your account, set up your security questions, and confirm your email address.

Self-Serve You will need the Account Creation Code that was sent home with your child in a letter. You can also request a letter from your child's school. You will need this code and the child's 9-digit student

ID number to create an NYC Schools Account or to add additional children to an existing account. 1. Visit <https://schoolsaccount.nyc> and select the "Create Account" link found on the login page

### 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 Sonika Mathieson /Social Worker 504 coordinator at 718-927-5540 [smathieson@schools.nyc.gov](mailto:smathieson@schools.nyc.gov) 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 2 business 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.

**Response Procedure- For a student who is in possession of an electronic device not in pouch**

Tier 1 Response	Tier 2 Response	Tier 3 Response
<p>1. Remind students of the school device policy</p> <p>2. The teacher should contact our Dean of Culture</p> <p>3. Provide 1-2 minutes for the student to turn in their electronic device off or put it in a YONDR</p> <p>4. Log electronic device usage into Kinolved, and send a notification to the guardian, and refer to Dean</p>	<p>1. Provide 1-2 minutes to turn in their electronic device or put it in a YONDR pouch</p> <p>2. Request Dean to take the student's electronic device if they do not put it into the YONDR pouch</p> <p>3. Log electronic device usage into Kinolved send a notification to the guardian and refer to Dean</p> <p>4. Dean and Parent Coordinator will send a message to the parent</p>	<p>1. Student has a 1-week cell electronic device suspension (must turn in their electronic device to Dean upon arrival and they do not get it back for open lunch)</p> <p>2. Dean to notify parents of the electronic device suspension if it is repeated, the teacher and the Dean will conference with the student f it is repeated, there will be a 1 week extension of the electronic device suspension</p>

**Response procedure if a YONDR pouch is purposely DAMAGED**

Tier 1 Response	Tier 2 Response	Tier 3 Response
<p>1. Ask the student for the device and/or notify Deans to bring the student a YONDR pouch</p> <p>2. Log the broken pouch into Jupiter, notify the guardian, and refer to Dean for a conference</p>	<p>1. Ask the student for the device and/or notify Mr. Mercado to bring the student a YONDR pouch</p> <p>2. Log the broken pouch into Jupiter, notify the guardian, and refer to Dean for a conference</p>	<p>1. The student will go on a 1-week electronic device suspension (must turn in their electronic device to the Dean upon arrival and they do not get it back for open lunch). Dean to notify parents of the electronic device suspension</p> <p>2. The student and parent will have to pay for a replacement YONDR before getting a new one</p> <p>3. *if it is repeated, the teacher and Dean will conference with the student</p> <p>4. If it is repeated, there will be a 1 week extension of the electronic device suspension</p>

**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 Korinne Hardin **Dean**, Luciano Mercado **Community Associate**, and Shatima Vincent **Parent Coordinator** at 718-927-5540 ext. 354.