



218-12 Hartland Avenue, Bayside, New York 11364
Tel: (929) 600-5683 Fax: (929) 600-5658

Christina Figueroa
Principal

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**POLICY FOR USE OF CELL PHONES, COMPUTING DEVICES, AND PORTABLE MUSIC
AND ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY
2023-2024**

Adopted by School Leadership Team: Awaiting Approval

Students are permitted to bring the following electronic items to school: cell phones, laptops, tablets, Kindles, iPads

Students are not permitted to bring the following electronic items to school:

- “Smart” watches, and other similar computing devices (“computing devices”); and
- Portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo DS.

The use of cell phones or devices at school is subject to the conditions below.

1. Cell phones may not be turned on or used during the school day or during self-sustaining afterschool. This ban includes the use of cell phones for photography or videoing purposes.
2. Cell phones must remain turned off and stored in student backpacks during the school day and during self-sustaining after school.
3. The supplied Dept. of Education devices' function will provide each student access to required educational materials needed for each student to be successful. The supplied device is not intended for any other purposes other than those directed by staff of PS 188.
4. Students who use cell phones, laptops or iPads, in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor's regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy (“IAUSP”) will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

Confiscation and return of cell phones

Students who use their cell phones during the school day or during self-sustaining after school will meet with the following disciplinary consequences:

- First Infraction - Confiscation of cell phone by teacher. Cell phone will be sent to the Principal's office. Parents will be notified by the Principal. The cell phone will be returned to the student at end of school day.



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- Second Infraction - Confiscation of cell phone by teacher. Cell phone will be sent to the Principal's office. Parents will be notified by the Principal. The cell phone will be returned to a parent at end of school day (in consultation with parent).
- Third Infraction - Confiscation of cell phone by teacher. Cell phone will be sent to the Principal's office. Parents will be notified by the Principal. The cell phone will be returned to a parent at end of school day (in consultation with parent). There will be a revocation of cell phone privilege for student for a period of one month (in consultation with parent). Student will receive in-school disciplinary consequence according to the New York City Discipline Code. Consequences may include a removal from class by the teacher or a Principal's Suspension.

Confiscation and return of electronic items (other than cell phones):

Students who bring prohibited electronic devices to school or to self-sustaining after school will meet with the following disciplinary consequences:

- First Infraction - Confiscation of electronic device by teacher. Electronic device will be sent to the Principal's office. Parents will be notified by the Principal. The electronic device will be returned to the student at end of school day.
- Second Infraction - Confiscation of electronic device by teacher. Electronic device will be sent to the Principal's office. Parents will be notified by the Principal. The electronic device will be returned to a parent at end of school day.
- Third Infraction - Confiscation of electronic device by teacher. Electronic device will be sent to the Principal's office. Parents will be notified by the Principal. The electronic device will be returned to a parent at end of school day. Student will receive in-school disciplinary consequence according to the New York City Discipline Code. Consequences may include a removal from class by the teacher or a Principal's Suspension.

PLEASE NOTE: PS 188Q and school personnel are not responsible for lost, stolen, or broken cell phones, computing devices, portable music devices, "Smart" watches or any other entertainment systems. Students who bring these items to school assume all risks.



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Student Contract for Use of Cell Phones and Other Electronic Devices

I have read my school's policy about use of cell phones and other electronic devices, the Discipline Code and the Bill of Student Rights and Responsibilities.

I know that I have a right to be:

- in a safe and supportive learning environment, free from discrimination, harassment, and bigotry;
- told by my school what is appropriate behavior and what actions may result in disciplinary actions;
- counseled by members of the professional staff when my behavior may have a negative effect on my education and/or welfare at school;
- provided with due process of law in instances of disciplinary action for alleged violation of school rules or the Discipline Code that may result in my suspension or removal from class.

I agree to:

- follow all rules in the Discipline Code;
- obey my school's policy about cell phones and other electronic devices;
- behave respectfully, without arguing, and cooperate when a staff member gives me direction or makes a request, including to turn over my cell phone or electronic device;
- refrain from taking photos and videos of other students, staff, or school security agents without staff authorization;
- only use cell phones or other electronic devices in class if I have the teacher's permission;
- never use my cell phone or other electronic device to intimidate, embarrass, threaten, or bully others;
- never use my cell phone or other electronic device to cheat or help others cheat;
- keep my parents informed about school-related matters and make sure I give them any information sent home.

I understand that:

- I should travel to and from school using safe, familiar routes with good lighting, refrain from using shortcuts through isolated areas, and not display my electronic devices or carry them in a manner that attracts attention while traveling;
- cell phones and electronic devices may not be used during school fire drills or other emergency preparedness exercises;
- if I violate my school's policy or the Discipline Code, my cell phone or other electronic device may be confiscated;
- if I use my cell phone or other electronic device to take photos or videos of others without staff authorization, or to bully, threaten, or intimidate others, or cheat, I will be disciplined in accordance with the Discipline Code;
- I am not permitted to charge my cell phone or other electronic device at school;
- I assume all responsibility for my cell phone and other electronic devices if I bring them to school. My school is not responsible for stolen, damaged or lost devices.

By signing this document, I agree to follow all the rules contained in this document.

Student Full Name (please print): _____

Student Signature: _____



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Date: _____

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Parent Contract for Use of Cell Phones and Other Electronic Devices

I have read the policy of my child's school on cell phones and other electronic devices, the Discipline Code, and the Bill of Student Rights and Responsibilities, and understand the behavior that is required of my child.

I agree to help my child follow these policies by:

- discussing with my child the contents of the school's cell phone and electronics policy, the Discipline Code and the Bill of Student Rights and Responsibilities;
- encouraging my child to be a respectful and peaceful member of the school community, and to never use an electronic device to engage in harassment, bullying or intimidation, or to take photos or post pictures of others without staff authorization;
- reminding my child that cell phones and electronic devices may not be used during school fire drills or other emergency preparedness exercises;
- reminding my child about the importance of academic honesty and never using an electronic device to engage in cheating or to help others cheat;
- calling the school if I need to contact my child during the school day and not trying to reach my child on his/her electronic device during the school day;
- teaching my child to be responsible and safe about his/her electronic devices both in school and while traveling to and from school, to not display the devices or carry them in a manner that attracts attention, to always travel using safe, familiar streets with good lighting, and to refrain from using shortcuts through isolated areas;
- reminding my child that having a cell phone in school is a privilege, and that the privilege may be revoked, or electronic devices may be confiscated by the school if they are used in violation of the school's policy or the Discipline Code;
- reminding my child that the school is not responsible or liable if his/her device is lost, damaged or stolen, that it is my child's responsibility to take proper care of his/her device, and that devices may not be charged at school.

Parent Name (please print): _____

Parent Signature: _____

Date: _____