

Sullivan BOCES Policy Manual

Policy Title: Student Use of Personal Technology

Section: 7000 - Students

Adopted: 8/16/2022

Policy #: 7316

Page: 1 of 3

Revision Dates: 7/8/25

This policy aims to ensure that students remain focused on their academic responsibilities throughout the school day, which includes all instructional and non-instructional periods such as homeroom, lunch, recess, study halls, and passing time.

For purposes of this policy, the following definitions apply:

- a) "Internet-enabled devices" means and includes any smartphone, tablet, smartwatch, or other device capable of connecting to the Internet and enabling the user to access content on the Internet, including social media applications;

"Internet-enabled devices" do not include:

- 1. Non-Internet-enabled devices or other communication devices not capable of connecting to the Internet or enabling the user to access content on the Internet; or
 - 2. Internet-enabled devices supplied by the Board of Cooperative Educational Services (BOCES) that are used for an educational purpose.
- b) "School day" means the entirety of every instructional day as required by subdivision 7 of the Education Law Section 3604 during all instructional time and non-instructional time, including but not limited to homeroom periods, lunch, recess, study halls, and passing time.
- c) "School grounds" means in or on or within any building, structure, athletic playing field, playground, or land contained within the real property boundary line of a district elementary, intermediate, junior high, vocational, or high school, a charter school, or a BOCES facility, including off campus educational sites.

Students are prohibited from using Internet-enabled devices during the school day anywhere on school grounds, except as expressly permitted under the exceptions outlined in this policy and/or applicable law.

However, students may be authorized to use an Internet-enabled device during the school day on school grounds:

- a) If authorized by a teacher, principal, or the District for a specific educational purpose;
- b) Where necessary for the management of a student's health care;
- c) In the event of an emergency;
- d) For translation services;
- e) On a case-by-case basis, upon review and determination by a school psychologist, school social worker, or school counselor for a student caregiver who is routinely responsible for the care and well-being of a family member; or
- f) Where required by law.

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Page: 2 of 3

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On-Site Storage of Internet-Enabled Devices Including Cell Phones

- Designated Classroom Lockers: In each classroom, a designated and secure locker will be provided for students to store their Internet-enabled devices during the school day. Students will be required to place their devices in these lockers upon entering the classroom and retrieve them at the end of the instructional period or school day, as directed by school staff.
- Student Responsibility for Securing Devices: Students are responsible for securing their devices within the provided lockers. While the District will take reasonable measures to ensure the security of these storage areas, the District is not responsible for lost, stolen, or damaged devices.
- No District Access to Device Contents: District staff will not access the contents of any student device stored in these lockers. The sole purpose of this storage is to provide a secure location for devices during instructional time.
- Retrieval of Devices: Devices may only be retrieved from the designated lockers at authorized times, such as during emergencies or at the end of the school day. Specific procedures for device retrieval will be communicated to students and parents/guardians.

Students must store their Internet-enabled devices and non-Internet-enabled devices in designated on-site storage areas during the school day. On-site storage areas may include, but are not limited to, student lockers, designated storage bins in classrooms, or secure storage areas in the school's main office. The designated on-site storage areas must be easily accessible to students and provide adequate security to ensure the safekeeping of the students' devices. The District will communicate the procedures for storing and retrieving devices, ensuring that students understand their responsibilities in using the on-site storage provided.

Methods for Parents to Contact Students During the School Day

To accommodate necessary communication, parents or persons in parental relation may use the following methods to contact their student during school hours while adhering to this policy:

- a) School Office Phone: Parents or persons in parental relation may call the school's main office, and the office staff can relay messages to the student or call the student to the office to speak with their parent or person in parental relation.
- b) Classroom Intercom System: In case of an emergency, the school's main office can use the classroom intercom system to notify students directly or ask them to come to the office.
- c) School Messaging Application: Schools may use a secure messaging application or platform where parents or persons in parental relation can send messages/emails to their student's teacher, who will then give the message to the student. The messages can be monitored and delivered by school staff.

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Page: 3 of 3

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- d) Written Notes: Parents or persons in parental relation can drop off written notes at the school's main office, which can then be delivered to the student by school staff.

Parents and persons in parental relation will be notified in writing of the methods that are available for contacting their student during school hours upon enrollment and at the beginning of each school year.

Student Discipline for Accessing Internet-Enabled Devices During the School Day

The District is prohibited from suspending a student solely for accessing internet-enabled devices in violation of this policy.

Posting and Translation of Policy

The District will post this policy in a clearly visible and accessible location on its website. Translations of the policy into the 12 most common non-English languages spoken by limited-English proficient individuals in the state will be provided upon request by a student or other persons in parental relation to a student.

Reporting and Mitigation Action Plan

Beginning September 1, 2026, and annually thereafter, the District will publish an annual report on its website detailing the enforcement of this policy within the District in the prior school year. This report will include non-identifiable demographic data of students who have faced disciplinary action for non-compliance and analysis of any demographic disparities in the enforcement of this policy. If a statistically significant disparate enforcement impact is identified, the report will include a mitigation action plan.

Education Law Section 2803

NOTE: Refer also to Policies

#7315 -- Student Acceptable Use Policy (AUP)

#7550 -- Dignity for All Students

#8271 -- Internet Safety/Internet Content Filtering