

Charter School for Applied Technologies Distraction Free Schools Implementation Plan

1. Overview: (Required) Policy #7316 - Use of Internet-Enabled Devices During the School Day

In accordance with the [New York State Distraction-Free Schools Law](#), students are prohibited from using internet-enabled devices and associated accessories (including Bluetooth-enabled devices) during the entire school day—**from bell to bell**—while on school grounds. This policy applies to both instructional and non-instructional times, including homeroom, lunch, recess, study halls, and passing periods.

Internet-enabled devices include, but are not limited to:

- Smartphones
- Tablets
- Smartwatches
- Non-school-issued laptops
- Smart glasses or other wearable technology
- MP3 players, iPods, iPads
- Any device capable of connecting to the internet and accessing content, including social media applications
- AirPods, Beats, Headphones; unless school-issued

Please note: *This policy applies any device that can connect to the internet, even if they are not currently connected.*

Our Why: The purpose of this policy is to ensure that all students remain focused and free of distractions that might interfere with their academic development and/or social emotional health during the school day. The school day includes all instructional and non-instructional periods such as homeroom, lunch, recess, study halls and passing time.

2. Device Storage

- **Elementary and Middle School (K-8):** Students in kindergarten through 8th grade will store their internet-enabled devices (smartphone, tablet, smartwatch, etc.) in on-site lockers or cubbies during regular school hours, field trips or other school sponsored activities during school day. Should a faculty or staff member see or hear a student with an internet-enabled device(s) the student will be asked to relinquish the device(s) which will then be turned over to administration who will contact the parent or person in parental relation. CSAT is not financially responsible for any lost, stolen or damaged electronic devices.
- **High School (9-12):** Students in grades 9-12 will store their internet-enabled devices (smartphone, tablet, smartwatch, etc.) in school provided secure locking pouches. Pouches will be locked and stored in each student's assigned locker for the duration of the school day or until dismissal. Pouches will be unlocked when a

student dismisses for the day in accordance to procedures outlined in the CSAT Student Handbook. CSAT is not financially responsible for any lost, stolen or damaged electronic devices. Headphones/earbuds are not allowed to be worn used during regular school hours unless directed to do by school personnel for education purposes. Student refusing to comply with on-site storage of private internet-enabled devices for non-directed educational purposes may be subject to progressive discipline action as outlined in the Discipline Code of Conduct for Student Behavior (B.4) and CSAT Student Handbook.

- All students are encouraged to leave their devices at home.

3. Policy Exceptions

Students may be permitted to use an internet-enabled device during the school day on school grounds for the following purposes:

- a) If authorized by a principal for a specific educational purpose.
- b) Where necessary for the management of a student's healthcare and documented by a healthcare provider's note.*
- c) 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 Students must be permitted to use an internet-enabled device where the use is included in the student's Individualized Education Program (IEP); or Section 504 Plan.

**All notes must be given to the Director of Nursing, Mrs. Tara Jefferson.*

4. Policy Enforcement and Progression of Consequences

All students are expected to comply with school-based storage procedures. Violations or refusal to comply is a violation of the CSAT Code of Conduct (Page 18; B4) The formal progressive discipline procedures are as follows:

Elementary K-5:

- **First offense:** The student will be asked to give the device(s) to a teacher or staff member, which will be turned over to a Behavior Interventions Specialist (BIS) or administration who will contact the parent or guardian. Device will be returned to the student when they dismiss for the day.
- **Second offense:** The student will be asked to give the device(s) to a teacher or staff member, which will be turned over to a Behavior Interventions Specialist (BIS) or administration who will contact the parent or guardian. Device will be returned to the student when they dismiss for the day.
- **Third offense:** Administration will secure the device in a locked cabinet at the school until the parent or guardian is able to retrieve the device(s) and meet with school administration to discuss expectations for future storage.
- Further offenses may result in greater disciplinary consequences
 - **Refusal to Comply:** This is considered insubordination and will be handled consistent with the Code of Conduct (B.4.)

Middle School (6-8)

- **First Offense:** The student will be asked to give the device(s) to a Behavior Intervention Specialist (BIS). The device(s) will be stored in a locked cabinet at the school until the student is dismissed. Student will receive Lunch Detention.
- **Second Offense:** The student will be asked to give the device(s) to a Behavior Intervention Specialist (BIS) and the device(s) will be stored in a locked cabinet at the school until a parent or guardian retrieves the device(s) in the main office.
- **Third Offense:** The student will be asked to give the device(s) to a Behavior Intervention Specialist (BIS) and will receive ½ day of In-School Suspension. A parent or guardian must retrieve the device(s) in the main office.
- **Fourth Offense:** The student will be asked to give the device(s) to a Behavior Intervention Specialist (BIS) and will receive 1-day In-School Suspension. A parent or guardian must retrieve the device(s) in the main office.
- **Fifth Offense:** The student will be asked to give the device(s) to a Behavior Intervention Specialist (BIS) and will receive a 2-day In-School Suspension. A parent or guardian must retrieve the device(s) in the main office.
- **Sixth Offense:** The student will be asked to give the device(s) to a Behavior Intervention Specialist (BIS) and will receive a 1-day Out-of-School Suspension (OSS) assigned with a Principal's hearing. A parent or guardian must retrieve the device(s) in the main office.
- **Seventh Offense:** The student will be asked to give the device(s) to a Behavior Intervention Specialist (BIS) and will receive a 3-day Out-of-School Suspension assigned with a Superintendent's hearing. A parent or guardian must retrieve the device(s) in the main office.
- Further offenses may result in greater disciplinary consequences

High School (9-12)

- **First Offense:** The student will be asked to give the device(s) to a Behavior Intervention Specialist (BIS). The device will be stored in a locked cabinet in the main office and the student will be allowed to retrieve the device(s) at the end of the day. The student's parent or guardian will be contacted.
- **Second Offense:** The student will be asked to give the device(s) to a Behavior Intervention Specialist (BIS). The device will be stored in a locked cabinet in the main office and a parent or guardian will need to retrieve the device(s) at the end of the day. The student's parent or guardian will be contacted.
- **Third Offense:** The student will be asked to give the device(s) to a Behavior Intervention Specialist (BIS). The device will be stored in a locked cabinet in the main office and a parent or guardian will need to retrieve the device(s) at the end of the day. Moving forward the student will be required to store their device(s) in the main office each morning. If the device(s) are not turned in, a search will be conducted. If a device is found, this will result in a Fourth Offense.
- **Fourth Offense:** The student will receive a referral for progressive insubordination of school policy resulting in a 1-day Out-of-School Suspension.
- **Fifth Offense:** The student will receive a 3-day Out-of-School Suspension and will have a conference with the Principal.

- **Sixth Offense:** The student will receive a 5-day Out-of-School Suspension and Superintendent's Hearing.

5. Methods for Parents to Contact Students During the School Day

- Parents or guardians may call the school's main office, and the office staff will relay messages to the student or call down the student to the office to speak with their parent/guardian. Please refer to your student's building specific student handbook for further contacts.
 - Elementary K-5 716-876-7505
 - Middle School 6-8 716-710-3065
 - High School 9-12 716-871-7400
- Students may use the school phone in the main office or in the classroom (with teacher permission) to call a parent or guardian.
- Written Notes: Parents or guardians can drop off written notes at the school's main office, which can then be delivered to the student by school staff.
- The school district will notify parents or guardians in writing of the communication protocol at the beginning of each school year and upon enrollment.

7. Family Communication

- Visit our CSAT Distraction Free Policy Page on our website for all information related to this policy.
- Board of Education, Policy #7316 will be available online in the and on our CSAT's 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.
- All families, staff, and students will receive information about the policy prior to the start of the 2025-26 school year. Communication channels may include email, student handbooks, school newsletters, the website, back-to-school packets, and grade-level orientations.
- Upon enrollment and at the beginning of each school year, parents/guardians will be notified in writing of the methods that are available for contacting their child(ren) during school hours.