



ARDSLEY HIGH SCHOOL

Danielle Trippodo, *Principal*
Brendan Granstrand, *Assistant Principal*

Ardsley High School Cell Phone Policy 2025-2026

This policy is an extension of Ardsley School District Policy 7316, which is linked [here](#).

Ardsley High School's cell phone policy is in accordance with the Board policy aforementioned along with Section 2803 of the New York State Education Law.

*At Ardsley High School, all student cell phones must remain **out of sight and turned off** on school grounds during school hours, including in classrooms, hallways, common areas (such as the cafeteria), locker rooms, and restrooms. Use of cell phones is prohibited unless explicitly authorized by a staff member for educational purposes. Violations of this policy will result in disciplinary action in accordance with the student Code of Conduct.*

Below is more information regarding cell phone use at Ardsley High School.

Enforcement and Consequences: Enforcement of this policy is primarily the responsibility of building administrators; however, all administrative and instructional staff are expected to assist in such enforcement. Building-level administrators will employ a progressive system of discipline in accordance with the Code of Conduct. For purposes of the cell phone policy in particular, AHS will enforce a three step ladder of consequences:

- **First offense:** confiscation of device for the rest of the day
- **Second offense:** confiscation of device with parental pick up after school hours
- **Third offense:** loss of device privileges at AHS including a referral to school administration for escalation of consequences
- **Repeated Offenses:** May require devices to be locked in a central location daily

Bring your own device (BYOD)

In accordance with our policies on technology AHS students are permitted to bring their own devices on campus for instructional purposes. These devices are limited to laptop computers.

- If a student is found to use a BYOD computer or other internet enabled device for non-instructional use, such as texting, calling and otherwise communicating with others in non-instructional manner, it will be considered a violation of our cell phone policy. The consequences will be as follows:
 - **1st offense:** Confiscation of the device for the rest of the day
 - **2nd offense:** Confiscation of the device and parental pick up of the device after school hours
 - **3rd offense:** Loss of BYOD privileges (student will be required to use a District-issued device for instructional use)



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Storage of phones/internet enabled devices: Students are encouraged not to bring phones or other personal internet-enabled devices to school. If they are brought to school, students are encouraged to store their internet-enabled devices in lockers. Ardsley High School is not responsible for cell phones and is operating on a clear policy of “out of sight.” If students store their phones “off and out of sight” in a backpack, they may be asked to place their phone in a phone storage caddy when they are in a classroom. All classrooms have a cell phone caddy where students can place their phones when entering a classroom. Internet-enabled devices within individual classrooms must be stored in the caddies unless the teacher has expressly authorized the devices to be stored within backpacks.

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Sports notifications: Students and families will receive notifications regarding event changes via email.

Athletic Locker rooms: No devices will be permitted to be used in the locker room areas.

Cafeteria/Commons/Hallways and other common areas in the building: No devices are permitted to be used.

Apple watches/smartwatches: These devices can be worn to school but cannot be internet enabled during the school day. If you are seen utilizing your watch as an internet enabled device, it will be considered a cell phone and will be in violation of our cell phone policy.

Liability: The District will not be liable for the loss, damage, misuse, or theft of any personal technology brought to school. The District reserves the right, to the extent permitted by law, to monitor, inspect, and/or confiscate personal technology when administration has a reasonable suspicion that a violation of school policy or criminal law has occurred.

Healthcare Purposes: Students who need to use a cell phone for healthcare purposes must first receive clearance from the nurse's office, which will then notify the Assistant Principal. The Assistant Principal will inform the student's teachers of the approved use. Phones may only be used for health-related checks; any misuse for non-health or non-instructional purposes will prompt a follow-up conversation. Requests for healthcare accommodations must include documentation from a treating healthcare professional.

Other Exceptions: Other authorized exceptions can be made in line with the district cell phone policy. Staff will be informed of these exceptions by the school administration. Requests for exceptions should be made in writing to the school principal. The principal will either respond to the request directly, or forward the request to an appropriate administrator or supervisor.



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Parent contact: If a parent needs to contact a student they can reach out to the Attendance Office at (914) 295 - 5890. Phones are monitored from 7:30AM to 2:52 PM. Parents are encouraged to limit such communications to emergencies or other urgent matters that cannot be addressed outside the school day. Any athletic-related concerns should be directed to our Athletic Director's office at (914) 295 - 5871.

Roles and Responsibilities: As outlined in the [District Policy](#), everyone has a role to play in the implementation of the Ardsley High School Cell Phone Policy as follows:

- a. Parents and persons in parental relation are expected to: (i) review and consider this policy when deciding whether to permit students to bring Internet-enabled devices to school; (ii) ensure that students understand their responsibilities if they bring Internet-enabled devices to school; and (iii) support the District's efforts to promote consistent enforcement of, and compliance with, this policy.
- b. District and building administrators are expected to: (i) ensure families, students, teachers and staff understand the requirements and expectations under this policy; (ii) support families and students in developing healthy habits regarding Internet-enabled technology; and (iii) ensure this policy is applied and enforced fairly and consistently throughout each building.
- c. Teachers and staff are expected to: (i) apply and enforce this policy and building-level policies fairly and consistently within each building; and (ii) seek assistance, where needed, from administrators and families to implement this policy successfully.
- d. Students are expected to: (i) follow the rules established under this policy and applicable building-level policies; and (ii) provide feedback to administrators and the student Board representative on how to improve the effectiveness of this policy and its implementation.