



Book	WEBUTUCK CENTRAL SCHOOL DISTRICT POLICY MANUAL
Section	5000 Student Policies
Title	STUDENTS AND PERSONAL ELECTRONIC DEVICES
Code	5695
Status	Active
Adopted	July 21, 2025
Prior Revised Dates	1/22/14, 6/4/12

The Board of Education recognizes that students may have personal electronic devices that can perform different functions. Such devices include "internet-enabled devices" defined as: any smartphone, tablet, smartwatch, earbuds, or other device capable of connecting to the internet and enabling the user to access content on the internet, including social media applications, but do not include any such device supplied by the district for educational purposes. These devices can create significant distraction to the school environment, negatively impact student mental health, contribute to disciplinary infractions, and reduce student engagement. Additionally, in an emergency, the use of personal electronic devices can distract students from following the directions of staff or emergency responders, contribute to the spread of misinformation, create congestion in the emergency response system, and interfere with the district's emergency response protocols.

Generally, the district is not responsible for stolen, lost or damaged personal electronic devices brought to school.

### **Communication with Parents/Persons in Parental Relation**

During the academic day, to minimize distractions, parents (which, for purposes of this policy, includes persons in parental relation) may contact their children via the following methods: calling the school's Main Office, the district-provided email address, the district's web portal. Students may contact their parents by: phone call from the school's main office. The district will notify parents in writing of the communication protocol at the beginning of each school year and upon enrollment.

### **Device Access and Storage**

As required by Education Law §2803, this policy prohibits student use of internet-enabled devices during the school day (including all classes, homeroom periods, lunch, recess, study halls, and passing time) on school grounds (any building, structure, athletic playing field, playground, or land contained within the boundary of a school or district or BOCES facility), unless under an exception (e.g., IEP/Section 504 or as permitted below).

1. At the elementary school level, students are prohibited from bringing devices to school.
2. At the intermediate and high school levels, student devices must be silenced and stored in student lockers.

### **Exceptions for Specific Purposes**

Use of internet-enabled devices must be permitted where included in a student's Individualized Education Program, Section 504 plan, or where required by law. Additionally, the district permits the use of internet-enabled devices in the event of an emergency, and under the following circumstances:

1. Where necessary to manage a student's healthcare (e.g., diabetes, asthma, medication, etc.)
2. For translation services; and/or
3. For students who are routinely responsible for the care and wellbeing of a family member (on a case-by-case basis, upon review and determination by a school psychologist, school social worker, or school counselor).

Parents may request an exception for their children to use internet-enabled devices during the school day as listed above. Requests must be made to the Building Principal, and for healthcare exceptions, must include documentation from an appropriate healthcare professional.

Where the district provides students with one-to-one devices, personal electronic devices are not permitted for educational purposes.

Under any of these exceptions, devices may only be used for the purposes outlined in the exception, and the device must be silenced and put away when not in use, to the extent compatible with the reason for the exception.

### **Enforcement, Consequences and Reporting**

Enforcement of this policy is chiefly the responsibility of building administrative staff; however, all designated employees are expected to assist in enforcement. Students will be reminded of this policy regularly and consistently, especially at the start of the school year and after returning from breaks.

For students out of compliance with this policy, the following will be in place:

**1<sup>st</sup> Offense:** The student must turn in internet enabled device to the Main Office. The device will be placed in a secure location in the Main Office and the parents will be notified by the Main Office. The incident will also be documented in SchoolTool as an MIR.

**2<sup>nd</sup> Offense:** The student must turn in internet enabled device to the Main Office. The device will be placed in a secure location in the Main Office and the parent will be notified by the Main Office. The parent must also retrieve the device. The student must also turn the device into the Main office at arrival for 2 weeks. This incident will also be documented in SchoolTool as a minor incident report (MIR).

**3<sup>rd</sup> Offense:** The student must turn in internet enabled device to the Main Office. The device will be placed in a secure location in the main office and the parent will be notified by the Main Office. The parent must also retrieve the device. The student must also turn the device into the Main Office at arrival for 1 month. This incident will also be documented in SchoolTool as an MIR.

**4<sup>th</sup> Offense:** The student must turn in internet enabled device to the Main Office. The device will be placed in a secure location in the main office and the parent will be notified by the Main Office. The parent must also retrieve the device. The student must also turn the device into the Main Office at arrival for 2 months. This incident will also be documented in SchoolTool as an MIR.

The district will exercise reasonable care to maintain the security of devices that are held by the district, but cannot guarantee the devices will be secure. For students with exceptions under this policy, the district will examine alternative ways to achieve the purpose of the exception, including different storage or access provisions.

Administrators will also discuss the aims of this policy with students and their parents, the benefits of a distraction-free environment, the reasons the student had difficulty following this policy, and how the district can help the student contribute to a distraction-free environment.

The district may not impose suspension from school if the sole grounds for the suspension is that the student accessed an internet-enabled device as prohibited by this policy. However, the district may utilize consequences under the district's Code of Conduct, including detention, in-school suspension, and exclusion from extracurricular activities. The district may also utilize assignments on the detrimental impact of social media on mental health, smartphones in school, or other relevant topics.

Some uses of personal electronic devices may constitute a violation of the school district Code of Conduct or other district policies, and in some instances, the law. The district will cooperate with law enforcement officials as appropriate.

Beginning September 1, 2026 and annually thereafter, the district will publish an annual report on its website detailing the enforcement of this policy over the past year, including non-identifiable demographic information of students who have faced disciplinary action for non-compliance with this policy, and an analysis of any demographic disparities in enforcement of this policy. If a statistically significant disparate enforcement impact is identified, the report will include a plan to mitigate such disparate enforcement.

### **Electronic Devices and Testing**

To ensure the integrity of testing, in accordance with state guidelines, students may not bring cell phones or other electronic devices into classrooms or other exam locations during all testing.

Test proctors, monitors and school officials have the right to collect cell phones and other prohibited electronic devices prior to the start of the test and to hold them for the duration of the test taking time. Admission to the test will be prohibited to any student who has a cell phone or other electronic device in their possession and does not relinquish it.

Students with Individualized Education Plans, Section 504 Plans, or documentation from medical practitioners specifically requiring use of electronic devices may do so as specified.

### **Policy Distribution and Translation**

As required by law, the district will post this policy in a clearly visible and accessible location on its website. Upon request by a student or parent, the district will translate this policy into any of the twelve most common non-English languages spoken by limited-English proficient individuals in the state, as identified by the most recent American community survey published by the U.S. Census bureau.

The district will also include this information, or a plain language summary, in student/family handbooks.

Cross-ref: 4526, Computer Use in Instruction  
5300, Code of Conduct

Ref:

Price v. New York City Board of Education, 16 Misc.3d 543 (2007)  
NYSED, Prohibition of Cell Phones and Electronic Devices in New York State Assessments,  
[www.nysed.gov/educator-integrity/prohibition-cell-phones-and-electronic-devices-new-york-state-assessments](http://www.nysed.gov/educator-integrity/prohibition-cell-phones-and-electronic-devices-new-york-state-assessments).

Cross References      [4526 - Computer Use In Instruction](#)  
                                 [5300 - Code of Conduct](#)