

The Surfside School

P.S. 329

2929 West 30th Street; Brooklyn, NY 11224

718 787-3460 Fax: 718 787-3471

“Empowering, Inspiring, Educating Young Minds and Elevating Them to a Higher Level”

P.S. 329 is an Architecturally Barrier Free Facility

<http://www.ps329.schoolwires.com>

Salema Marbury, Principal

Lisa Lafontant, Assistant Principal

Tina Murlin, Assistant Principal

P.S. 329's CELL PHONE AND ELECTRONIC DEVICE POLICY

Purpose:

To create an environment conducive to learning by minimizing distractions caused by cell phones and other personal internet-enabled electronic devices, ensure the safety and focus of all students during school the school day, and follow Education Law §2803, effective August 1, 2025, all New York State schools are required to adopt a policy that prohibits the use of personal internet-enabled devices during the school day on school grounds. An "internet-enabled electronic device" is defined as an electronic device capable of connecting to the internet and enabling the user to access content on the internet. Examples of such devices include cell phones, smartphones, smartwatches, laptops, tablets, iPads, and portable music and entertainment systems.

Policy statement :

Students will not be permitted to use or access their personal internet-enabled electronic devices upon arrival at school until the end of the school day. The school day is defined as the period from the moment students enter the school building until the last class of the day ends, including during lunch. The school day starts at 8:20am and ends at 2:40pm. Students will be able to use school/NYCPS-issued devices during the school day.

1. COLLECTION/STORAGE

- Upon arrival, students must power off their devices.
- Collection and Return of Devices:
 - Teachers will collect student devices once they arrive in their classroom.
 - All student devices will be Cell Lock Box and stored by the teacher in a locked location inside of their classroom.
 - At the end of the school day, devices will be distributed by the classroom teacher to students immediately upon dismissal..

- Students with approved early dismissal will retrieve their devices in their classroom from their teacher.

2. EMERGENCY COMMUNICATIONS

- In case of emergency or extenuating circumstances, parents or guardians can call Richard Koonge, Parent Coordinator @ 718-787-3460 to reach their child.
- In case of emergency or exigent circumstances, students may access phones in the General Office to reach their parents or guardians.
- In case of emergency or exigent circumstances, the school will use GAMA to communicate information to parents or guardians.
 - a. Here is how parents/guardians can access the automated messaging system: Parents can access GAMA, through their [NYCSA](#) account. They can download the NYSCA application on their phone.

3. EXCEPTIONS

- Students are allowed to use their device if they have an individualized education program (IEP) or 504 Plan that includes use of an internet-enabled device and do not have a DOE-issued device for such purpose.
- Parents/guardians must contact Richard Koonge, Parent Coordinator, @ 718-787-3460 if a student requires an exception for reasons such as: medical monitoring/treatments, if student is a caregiver, for approved language purposes (such as translation or interpretation services if no other means are available), or where otherwise required by law.
- The principal/designee may authorize use for an educational purpose.
- Exceptions will be processed and approved within 5 school days.

4. DISCIPLINE

- Students who use electronic devices in violation of the NYCPS Discipline Code, the school's policy, Chancellor's Regulation A-413, and/or the NYCPS Internet Acceptable Use and Safety Policy ("IAUSP") will be subject to progressive discipline. This means that the disciplinary responses will escalate based on the nature and frequency of the violation. As provided in the State law, a student may not be suspended solely on the grounds that the student accessed a personal internet-enabled device in violation of school policy. Repeated incidents of insubordination (i.e. refusal to surrender or store device) **may** result in a suspension **if approved** by the Office of Safety and Youth Development.

5. OTHER: If lost or stolen

- In the unlikely event that an electronic device is stolen or damaged at school, parents can submit a claim to the Comptroller's Office. More information on submitting a claim is available on the [Comptroller's webpage](#).

We appreciate your cooperation in helping us maintain a focused and productive learning environment. If you have any questions or need further clarification regarding these policies, please do not hesitate to contact Richard Koonge, Parent Coordinator @ 718-787-3460