

# The Petrides School

EDUCATIONAL EXCELLENCE FOR 21<sup>ST</sup> CENTURY

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## Michael J. Petrides School Electronic Device and Cell Phone Policy

### Introduction

The Michael J. Petrides School is committed to creating an environment that promotes academic focus while adhering to the guidelines established by the New York City Department of Education's [Chancellor's Regulation A-413](#). In alignment with A-413, This policy outlines the appropriate storage and usage of electronic devices in our learning environment, addresses infractions, and defines the consequences of violations, ensuring that the guidelines are fair, balanced, and consistent with DOE regulations. Through this approach, we aim to foster an educational environment that maximizes learning opportunities while promoting responsible device management.

Please review NYC Cell Phone and Electronic Device Policy

<https://www.schools.nyc.gov/about-us/policies/cell-phone-and-electronic-device-policy>

Please review NYS law regarding bell-to-bell restrictions on smartphones in K-12 schools.

<https://www.ny.gov/distractionfree>

### Prohibition of Electronic Devices During School Hours

Students are prohibited from using cell phones or other electronic devices during class time, transitions, lunch, and other school-related activities unless specifically authorized by an administrator. All electronic devices must be locked in the school provided lockable pouch provided by the school. Exceptions will only be made for students with documented medical needs, in emergency circumstances and under the supervision of school personnel. Allowing unauthorized use of electronic devices disrupts the learning environment and violates the DOE's expectations for maintaining a focused academic atmosphere. Students must adhere to the guidelines set forth in this policy to maintain the integrity of the educational environment.

Teachers and school staff play a critical role in ensuring the social and emotional health of all Michael J. Petrides School students. Teachers and school staff are expected to continually reinforce our expectations by asking students to put away their devices for the entirety of the school day, escalating issues to the administration in accordance with the appropriate disciplinary measures.

## **Lockable Cell Phone Pouch Program**

To further support responsible device management and minimize distractions during the school day, the Michael J. Petrides School will provide students access to lockable cell phone pouches for the secure storage of their electronic devices.

Availability and Access: Guidance counselors will be available each morning from 7:30 a.m. to 8:00 a.m. for students to secure their devices in a lockable pouch. At the end of the school day, students can return to the guidance counselors between 2:00 p.m. and 2:30 p.m. to unlock their pouches and retrieve their devices.

In addition, the Main Office will serve as a central hub throughout the school day where students can access or inquire about lockable pouches if needed.

Purpose and Guidelines: This program is designed to help students remain focused on academics and school-related responsibilities. Michael J. Petrides School Electronic Device and Cell Phone Policy while maintaining access to their personal devices before and after the instructional day. Students are expected to lock their devices at the start of the day and not attempt to unlock or tamper with the pouches during school hours. Any misuse of the lockable pouch system will be addressed in accordance with the school's existing disciplinary procedures.

## **Emergency Situations**

In compliance with Chancellor's Regulation A-413, students may request permission to use school land line phones and/or their cell phones in the event of an emergency to contact parents or guardians. The principal or designated school administrator will oversee cell phone use in emergency situations to ensure that communications are appropriate and aligned with school safety protocols.

## **Disciplinary Measures for Non-Compliance**

Students who bring in such items, as referenced above, are in violation of infraction code A04, Grades K - 5 and B05, Grades 6 - 12, in the Citywide Behavioral Expectations, Discipline Code. In addition to the referenced "Student Supports and Accountability Responses" within the Discipline Code, the Michael J. Petrides School infractions will be addressed with increasing severity to maintain consistency and fairness. The following disciplinary measures are established to address violations of this policy.

At the principal's discretion, the NYC Schools Discipline Code can be leveraged with the additional consequences referenced in the "Petrides School Electronic Device and Cell Phone Policy". The Discipline Codes can be found here: [NYC Schools Discipline Codes](#).

1. **First Infraction (Warning):** If a student is found using their cell phone or electronic device during school hours without permission, they will receive a verbal warning. The student will be instructed to turn off the device and put it away in their backpack or a designated storage location. No further disciplinary action will be taken at this point, but the student will be reminded of the school's policy and informed that repeated infractions will lead to more serious consequences. Parents will not be notified for first-time

infractions unless deemed necessary by the teacher or administrator based on the situation.

2. **Second Infraction:** In the event of a second violation, the student's parent or guardian will be notified of this infraction and both student and parent/guardian will be informed that any further infractions will result in confiscation.
3. **Third Infraction:** For a third infraction, the device will be confiscated and handed over to the principal. The student's parent or guardian will be required to retrieve the device from the school. A meeting will be scheduled with the student, their parent/guardian, and the school administration to discuss the repeated violations of the policy. The student will be informed that continued non-compliance may result in additional consequences, such as a temporary ban on bringing a cell phone to school.
4. **Subsequent Infractions:** Any further infractions will lead to escalated disciplinary measures, including the student being required to surrender their device to the principal at the start of each school day until dismissal. In addition, the school may impose detentions, suspension of privileges, or other consequences as outlined in the DOE's Discipline Code. Parents will be involved in all discussions regarding repeated violations and efforts will be made to find a resolution that supports the student's compliance with school policies moving forward.

In all cases of confiscation, devices will be stored securely in the principal's office, and retrieval will follow proper procedures, ensuring parents and students are involved in the process.

### **Parental Involvement and Responsibilities**

Parents play a critical role in the education of their child and are a key player in ensuring their child's compliance with the school's cell phone policy. The school will communicate with parents whenever violations occur and involve them in the retrieval process when necessary. Parents are encouraged to discuss responsible device use with their children and support the school's efforts to maintain a focused learning environment.

As a reminder, should the parent need to contact their child at any time, they can call the main office. For our students to achieve the best possible educational outcomes it is essential for them to be engaged – without the distraction of cell phones, social media, and apps.

### **Medical and Academic Exceptions**

The school recognizes that certain students may require the use of electronic devices during the school day for medical reasons. Parents or guardians must provide appropriate documentation to the administration if their child requires a device for medical purposes. In such cases, specific guidelines will be established in coordination with the family to ensure the student's needs are met without causing disruption to the school environment.

Additionally, teachers may allow the use of electronic devices for academic purposes, such as for research or presentations, under their direct supervision. In these cases, students will be permitted to use their devices in a controlled setting where their usage aligns with the educational goals of the classroom.

### **Network and Privacy Guidelines**

All students must understand that use of the school's network and any electronic communication systems is subject to monitoring by school authorities. Network activity should be consistent with

the educational purposes for which the systems are provided, and students should not expect privacy when using the school's network or devices. Administrators may review files and communications to ensure compliance with DOE policies and maintain system integrity.

Students are prohibited from using the school's network for any inappropriate activities, including viewing offensive content, engaging in cyberbullying, violating copyright laws, or accessing unauthorized websites such as social media. It is essential to recognize that any incidents of bullying, including those that occur off school grounds through cell phones or social media platforms, can and should be reported to the school for potential disciplinary action. Violations of network use policies or instances of bullying will result in appropriate disciplinary action in accordance with the DOE Discipline Code, ensuring that our school remains a safe and respectful environment for all students.

### **Policy Citations**

This policy is developed in accordance with the following New York City Department of Education (DOE) policies, regulations and existing school cell phone policies.