

Information Technology High School Cell Phone Policy

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 8:00 a.m and ends at 3:45 p.m. 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.
- Our school provides students with locked pouches
 - Students will place their devices in pouch and secure it in front of school staff.
 - Students will store their locked pouches in pouch on their person for the day.
 - At the end of the school day, students will unlock their pouch by the main entry of the school (1st floor entrance).
 - They will remove their device(s) and lock their pouches before leaving the school.
 - Students with approved early dismissal will be able to unlock their pouch by the main entry of the school (1st floor entrance).
 - In the event that a storage device, such as a pouch, is lost or damaged, the school will require a nominal fee for a replacement (similar to replacement charges for school IDs).

2. EMERGENCY COMMUNICATIONS

- In case of emergency or exigent circumstances, parents or guardians can call Nadine Douse (718) 937-4270 ext. 1133 to reach their child.

- In case of emergency or exigent circumstances, the school will use JupiterEd and/or NYCPS emails to communicate information to parents or guardians.
 - a. Here is how parents/guardians can access the automated messaging system:
<https://www.schoolsaccount.nyc/> and <https://login.jupitered.com/login/>

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 Assistant Principal Elicia Rodriguez (ERodriguez117@schools.nyc.gov) if a student requires an exception for reasons such as: medical monitoring/treatment s (for example to monitor blood sugar or other similar circumstances), 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 NYCPS approved time frame.

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.
- 1st Offense - Verbal Warning - Parent Contact - Device confiscated and returned at end of day
- 2nd Offense - Verbal Warning - Parent Contact - Device confiscated and returned at end of day - Parent meeting with administration immediately - Device held for 1 week
- 3rd Offense - Verbal Warning - Parent Contact - Device confiscated and returned to parent at end of day - Parent meeting with administration immediately - Device turned into school officials for the rest of the semester - Discipline based on Citywide Behavioral Expectations

Positive Reinforcement

- In alignment with our focus on building a positive and supportive school culture, Information Technology High School will implement a system of positive reinforcement to encourage compliance with the cell phone and electronic device policy. This approach complements our discipline plan by recognizing and rewarding responsible behavior.
- Examples of positive reinforcement may include:
 - Recognition by school staff
 - Raffle tickets for weekly or monthly prizes
 - Movie tickets
 - ITHS-branded merchandise and gear

This incentive-based model is designed to promote student accountability and reinforce our shared values of respect, responsibility, and readiness.

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 Assistant Principal Adela Brudasca at 718-937-4270.