



**SCHOOL-BASED POLICY OF MS 318 (The Waterside School for Leadership) FOR USE OF CELL PHONES, COMPUTING DEVICES, AND PORTABLE MUSIC AND ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY**

Students are permitted to bring the following electronic items to school: *Cell phones*

**A. The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the restrictions below.**

During the school day:

1. Cell phones and other electronic devices are to be turned off and put away at entry into the school building. Beyond this point, Waterside School for Leadership does not allow cell phones, iPods, and other electronic equipment to be used.
2. Cell phones and other electronic devices may not be visible on or used while on school property. The same rule is in effect for earphones.
3. Cell phones, or other electronic devices may not be turned on or used during fire drills or other emergency preparedness exercises. The same rule is in effect for earphones.
4. Cell phones and other electronic devices may not be taken to or used in bathrooms. The same rule is in effect for earphones.
5. Cell phones and other electronic devices may not be visible, held, turned on, or used during the administration of any school quiz, test or examination. The same rule is in effect for earphones.
6. Cell phones and other electronic devices *may not be present* in the same room and area during administration of any NYS Regents Examination. The same rule is in effect for earphones. Arrangements will be made to collect, store, and return devices for Regent testing.
7. Use of cell phones and other electronic devices during the administration of state standardized examinations is governed by State Education Department Rules. The same rule is in effect for earphones. Arrangements will be made to collect, store and return devices for New York State Testing.
8. Cell phones, and other electronic devices may not be visible, held, turned on, or used, during outside activities such as but not limited to recess and physical education. The same rule is in effect for earphones.
9. Cell phones, and other electronic devices may not be visible, held, turned on, or used, during trips/ events off campus *unless* expressly permitted by the trip or event coordinator during designated times. Earphones must be used and volume kept at a minimum.
10. With approval by the administration or office staff, students may use their cell phone or device to call or to make contact with parents or guardians or adults listed on that student's "Blue Card" in a designated area in the office or counselor's office.

**B. The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the restrictions below.**

During after school activities and after school programs:

- Cell phones may not be held, turned on or used, during instructional time.
- School-sponsored activities: the same rules apply as for during the day. Reminder, earphones or other speaker devices including built into a device may not be in use or worn in ears or on outside clothing at any time in the building.
- Students may use their own device for their own entertainment once they leave the school building or prior to entry into the lobby/ entry area. No sound should be heard from a device within the building.

**C. Additional notes regarding cell phones and technology**

The school recognizes and acknowledges parents' concerns and desires to maintain communication with their children via cell phones. Please keep in mind:

- No child is ever denied a request to contact a parent or guardian during the day. Staff accommodates all requests in a timely manner. When necessary, and in certain circumstances at the request of staff as stated above, with permission of the Administrative Office Staff. Students may make this type of call with their own device under supervision in the office or counselor's offices.
- Students will have opportunities to print their work at school on school hardware. Students may use a flash drive to assist their printing needs.

**D. Confiscation and return of electronic items**

School-based policies must describe the procedures for the confiscation, storage and return of electronic devices. In determining whether to confiscate an electronic device, schools should consider the nature of the violation. Where appropriate, measures should be instituted in a progressive fashion. Scholars who use this equipment on our school premises and/or make it visible (e.g. in their hands, falling out of the backpack, playing with it in the cafeteria, etc.) run the risk of having it confiscated as required in the Chancellor's Regulations. Electronics that are confiscated will only be returned to scholars according to the following schedule:

- *First offense: Scholars must pick up their device at the end of the school day in the office with a warning and reminder of school expectations re: electronic device usage.*
- *Second offense: Scholars may pick up their device on Friday at the end of the school day in the main office with warning and reminder of school expectations re: electronic device usage.*
- *Third offense: A parent must visit the school to retrieve the device following parent conference with warning and reminder of school expectations re: electronic device usage.*
- *Fourth offense: A parent may visit the school to retrieve the device end of the marking period with warning and reminder of school expectations re: electronic device usage.*
- *Fifth offense: A parent may visit the school to retrieve the device during the last week of school and/ or revocation of privilege to bring item to school.*

**E. Discipline**

School-based policies must state that students who use cell phones, computing devices, and/or portable music and entertainment system in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("ISUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

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I have read the Cell Phone Policy and agree to abide by the rules described above.

Parent/Guardian Name (Print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_