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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 8:40 am and ends at 3:00 pm. 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.
- **PSC students in grades 6, 7 & 8 will have their devices collected each day.**
 - A designated collection point, supervised by staff members, will be set up by students' first period classes, between 8:30 am and 8:50 am. If students arrive after this window, students should report to AP Moskowitz in room 407 to turn in their devices.
 - At the end of the school day, devices will be distributed by school staff in their last period classes at 3:00pm.
 - Students who were late will pick up their device from AP Moskowitz in room 407.
 - Students with approved early dismissal will retrieve their devices from their last period classrooms or from an administrator.

- **PSC Students in grades 9, 10, 11 & 12 will be provided with locked pouches.**



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- Upon arrival to the school building entrance students will place their devices in the magnetic locked pouch and secure it in front of school staff.
- Students will store their locked pouches on their person in their backpacks for the day.
- At the end of the school day, students will unlock their pouch upon exiting the school building.
- 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 in the main office (room 428) or in any administrative office.
- Students who are staying after school for extracurricular activities may unlock their pouches with Mr. Nelson in room 434.
- In the event that a storage device, such as a pouch, is lost or damaged, the school will require a nominal fee of \$5 for a replacement. Until a replacement pouch is purchased, students must turn in their devices to an administrator.

2. EMERGENCY COMMUNICATIONS

- In case of emergency or exigent circumstances, parents or guardians can call the following office to reach their child:
 - Main Office 718-832-4305, 718-832-4303, 718-832-4304. 718-832-4300
- In case of emergency or exigent circumstances, students may access phones in the main office or an administrator's office to reach their parents or guardians.
- In case of emergency or exigent circumstances, the school will use Kinvolve to communicate information to parents or guardians via text message.
 - Parents are automatically signed up for Kinvolve. Parents should make sure that the school has their most up to date cell phone number and email address so that they will receive all messages. To check to see if PSC has the correct contact info in Kinvolve, please email Parent Coordinator Steffen Nelson at snelson20@schools.nyc.gov.

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 the parent coordinator, Mr. Nelson, 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



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language purposes (such as translation or interpretation services if no other means are available), or where otherwise required by law. Mr. Nelson can be reached via email at snelson20@schools.nyc.gov or by phone at 718-832-4362.

- PSC Administrators may authorize use for an educational purpose.
- Exceptions will be processed and approved within 10 school days of receipt.

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 our parent coordinator Mr. Nelson at 718-832-4362 or by email at snelson20@schools.nyc.gov.