

Book	Policy Manual
Section	7000 - Students
Title	Students and Personal Electronic Devices
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Revised	

STUDENTS AND PERSONAL ELECTRONIC DEVICES

The Board of Education recognizes that students may have personal electronic devices that can perform different functions. Such devices include “internet-enabled devices” defined as: any smartphone, tablet, smartwatch or other device capable of connecting to the internet and enabling the user to access content on the internet, including social media applications, but do not include any such device supplied by the District for educational purposes. Other personal electronic devices include devices which are not capable of connecting to the internet and access content on the internet, fitness trackers, wired or wireless headphones and earbuds, e-readers, calculators, voice recorders, cameras and music devices. These devices can create significant distraction to the school environment, negatively impact student mental health, contribute to disciplinary infractions, and reduce student engagement. Additionally, in an emergency, the use of personal electronic devices can distract students from following the directions of staff or emergency responders, contribute to the spread of misinformation, create congestion in the emergency response system, and interfere with the District’s emergency response protocols.

Generally, the District is not responsible for stolen, lost or damaged personal electronic devices brought to school.

Communication with Parents/Persons in Parental Relation

During the school day, to minimize distractions, parents (which, for purposes of this policy, includes persons in parental relation) may contact their children by calling the school office. Students may contact their parents by the use of the designated office

phones. The District will notify parents in writing of the communication protocol at the beginning of each school year and upon enrollment.

Device Access and Storage

As required by Education Law §2803, this policy prohibits student use of internet-enabled devices during the school day (including all classes, homeroom periods, lunch, recess, study halls, and passing time) on school grounds (any building, structure, athletic playing field, playground, or land contained within the boundary of a school or District or BOCES facility), unless under an exception (*e.g.*, IEP/Section 504 or as permitted below).

1. At the **elementary school level**, students are discouraged from bringing devices to school. Any device that is brought to school must be silenced and kept in the student's backpack for the duration of the school day including the bus.
2. At the **middle school level**, student devices must be silenced and stored in assigned lockers. Students are not permitted to utilize any of these devices during the instructional day.
3. At the **high school level**, student devices must be silenced and stored in assigned lockers. Students are not permitted to utilize any of these devices during the instructional day.

Students are discouraged from bringing other personal electronic devices to school. If students do bring such devices to school, they must be stored for the entire school day in the same manner as cellular devices and they must be silenced. However, students may wear fitness trackers as long as they do not interfere with instruction.

Administrators and staff may also restrict use of electronic devices during school events and activities held outside of the school day and/or off school grounds.

Exceptions for Specific Purposes

Use of internet-enabled devices must be permitted where included in a student's Individualized Education Program, Section 504 plan, or where required by law. Additionally, the District permits the use of internet-enabled devices in the event of an emergency, and under the following circumstances:

1. Where necessary to manage a student's healthcare (*e.g.*, diabetes, asthma, medication, *etc.*);
2. For translation services; and/or

3. For students who are routinely responsible for the care and wellbeing of a family member (on a case-by-case basis, upon review and determination by a school psychologist, school social worker, or district designated person(s)).

Parents may request an exception for their children to use internet-enabled devices during the school day as listed above. Requests must be made to the Building Principal, and for healthcare exceptions, must include documentation from an appropriate healthcare professional.

Students may also be permitted to use their internet-enabled devices during the school day on school grounds for specific educational purposes, if the following criteria are met:

- The student has registered the device with the District, in accordance with District procedures.
- With administrative approval, the teacher has authorized the use of specific devices for a particular activity, after which the device must be stowed pursuant to this Policy.
- The student uses the device to access the internet or authorized applications through the District's network, under the terms of policy 4510, Computer Use in Instruction.
- With administrative approval, students may have devices during field trips.

Under any of these exceptions, devices may only be used for the purposes outlined in the exception, and the device must be silenced and put away when not in use, to the extent compatible with the reason for the exception.

Enforcement, Consequences and Reporting

Enforcement of this policy is chiefly the responsibility of building administrative staff. However, all designated employees are expected to assist in enforcement. Students will be reminded of this policy regularly and consistently, especially at the start of the school year and after returning from breaks.

For students out of compliance with this policy, the device will be held in the school office until the end of the school day. First offence at the secondary level will result in students surrendering their phone to the administration and retrieving it at the end of the academic day. Second offense will result in the surrender of the device and that device returned to the parent/guardian. Further instances will be determined by the building administration.

The District will exercise reasonable care to maintain the security of devices that are held by the District, but cannot guarantee the devices will be secure. For students with exceptions under this policy, the District will examine alternative ways to achieve the purpose of the exception, including different storage or access provisions.

Administrators will also discuss the aims of this policy with students and their parents, the benefits of a distraction-free environment, the reasons the student had difficulty following this policy, and how the District can help the student contribute to a distraction-free environment.

The District may not impose suspension from school if the sole grounds for the suspension is that the student accessed an internet-enabled device as prohibited by this policy. However, the District may utilize consequences under the District's Code of Conduct, including detention, in-school suspension, and exclusion from extracurricular activities. The District may also utilize assignments on the detrimental impact of social media on mental health, smartphones in school, or other relevant topics. In addition, while students may not be suspended from school where the sole reason is that the student accessed an internet-enabled device on a single occasion in violation of this policy, a pattern of insubordination in violation of this policy and/or engaging in other misconduct while utilizing an internet-enabled device in violation of the Code of Conduct or Board of Education policy may result in discipline, up to and including suspension from school.

Some uses of personal electronic devices may constitute a violation of the District Code of Conduct or other District policies, and in some instances, the law. The District will cooperate with law enforcement officials as appropriate.

Beginning September 1, 2026 and annually thereafter, the District will publish an annual report on its website detailing the enforcement of this policy over the past year, including non-identifiable demographic information of students who have faced disciplinary action for non-compliance with this policy, and an analysis of any demographic disparities in enforcement of this policy. If a statistically significant disparate enforcement impact is identified, the report will include a plan to mitigate such disparate enforcement.

Electronic Devices and Testing

To ensure the integrity of testing, in accordance with state guidelines, students may not bring cell phones or other electronic devices into classrooms or other exam locations during all testing. Test proctors, monitors and school officials have the right to collect cell phones and other prohibited electronic devices prior to the start of the test and to

hold them for the duration of the test taking time. Admission to the test will be prohibited to any student who has a cell phone or other electronic device in their possession and does not relinquish it.

Students with Individualized Education Plans, Section 504 Plans, or documentation from medical practitioners specifically requiring use of electronic devices may do so as specified.

Policy Distribution and Translation

As required by law, the District will post this policy in a clearly visible and accessible location on its website. Upon request by a student or parent, the District will translate this policy into any of the twelve most common non-English languages spoken by limited-English proficient individuals in the state, as identified by the most recent American community survey published by the U.S. Census bureau.

The District will also include this information, or a plain language summary, in student/family handbooks.

*Instructional Day: includes all passing times and lunch/recess.

*School Grounds: This includes all areas of school including the school bus.

Cross-ref: Policy 4509, Technology Acceptable Use Policy
 Policy 4510, Computer Use in Instruction
 Policy 4512, Internet Safety
 7310, Code of Conduct

Ref: Education Law §2803
 Price v. New York city Board of Education, 51 A.D.3d 277,1v. to appeal denied, 11 N.Y.3d 702 (2008) (District may ban possession of cell phones on school property) NYSED, Prohibition of Cell Phones and Electronic Devices in New York State Assessments, www.nysed.gov/educator-integrity/prohibition-cell-phones-and-electronic-devices-new-york-state-assessments

