



South Glens Falls CSD Elementary Schools

Students and Personal Electronic Devices Procedures

Effective for the 2025-2026 school year, the South Glens Falls Elementary Schools will implement new cell phone procedures in accordance with Education Law §2803.

Device Policy

All internet-enabled devices, including cell phones, smartwatches, AirPods, and personal laptops, are prohibited during the entire school day. Do not send these devices to school with your child(ren). At the beginning of the school day, if your child(ren) has a cell phone and/or other internet-enabled device, it must be stored in their cubby and/or backpack for the entire school day.

Contacting Students

Parents and guardians have an option to contact their child during school hours:

- Main Office: You can call the main office, and a message will be delivered to your child. Parents are encouraged to use this method to connect with their child. If your child needs to contact home they can use phones available in the main office if needed.

Special Circumstances for Device Use

Limited exceptions for device use are permitted under specific conditions:

- Health Needs: Students with approved health plans may use their phones as specified in their individual plans.
 - [Draft of Medical Exemption Application](#)
- Translation Needs: Students requiring translation assistance may use their cell phones for designated translation purposes only.
- Plans: Use of internet-enabled devices must be permitted where included in a student's Individualized Education Plan or Section 504 Plan.

Personal Electronic Device Misuse

A violation occurs if a student's personal electronic device is visible and not stored in their cubby and/or backpack.

Violations will result in the following progressive disciplinary actions:

- 1st Violation: The student will be given a warning and a reminder of the procedures regarding personal electronic device use. Parents will be notified and a referral entered into SchoolTool to document a warning was given.
- 2nd Violation: One-day restriction (personal device(s) stored in the main office), a referral issued, and a phone call home to parents.
- 3rd Violation: One-day restriction (personal device(s) stored in the main office), a referral issued, and parents must pick up the device from the school.
- 4th Violation: Five-day restriction. Students must bring their personal device(s) to the main office each morning, where it will be stored for the entire school day.

Further violations will continue to follow progressive discipline procedures.

Additionally, non-compliance with the district's policy may lead to further behavioral consequences as outlined in the school's Code of Character, Conduct, and Support.

7/28/2025 Updated