



Hastings-on-Hudson Public Schools

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Internet-Enabled Device Procedures – 2025-26

July 22, 2025

Procedures

The following procedures are required by [Board Policy 5695](#). Per NYS law, internet-enabled devices are not permitted to be used during school hours. This includes smartphones, tablets, computers, smartwatches, headphones, gaming devices, and other devices capable of enabling the user to access content on the internet.

At the beginning of the school year, every student will be issued a personal Pouch. It is each student's responsibility to bring their pouch with them to school every day. **Any device that does not fit in the pouch should be left at home.** Failure to comply with the internet-enabled device policy may result in disciplinary action as defined by the District's Code of Conduct.

NOTE: Hastings School District is not liable for lost, stolen, and/or damaged devices.

Pouch at Building Entrance: As students enter the building, they will:

1. Turn their device(s) off;
2. Unlock their empty Pouch using an unlocking base at the designated building entrance(s), if needed;
3. Place their device(s), inside the Pouch, lock the Pouch, and then show it to school personnel upon entry to the school building;
4. Store the Pouch in their backpack during the school day;
5. Each student will maintain possession of their device(s) inside their Pouch for the duration of the school day;
6. Students arriving late will go through this process in the Main Lobby.

Pouch at Building Exit: As students exit the building at the end of the school day, they will:

1. Unlock their Pouch using an unlocking base at a designated building exit;
2. Remove the device(s) from their Pouch;
3. Securely close their empty Pouch and place it in their backpack for the next day.

When Students Can Access Personal Devices: There are limited times when students will be permitted to have access to their personal internet-enabled device:

1. While attending a school field trip, including those that may extend overnight, if authorized by a the building administrator or designee;
2. If they leave the building for lunch or approved appointments;
3. If they have a practice/club/sporting event after school hours.
4. Please see Board Policy 5695 for case-specific exceptions. Otherwise, please be in touch with your building administrator for any questions about permissible use of internet-enabled devices.

Contacting Students During the School Day

We know families are concerned about how to reach a student during the day. It bears repeating what Policy 5695 outlines for how a parent/person in parental relation may contact a student:

1. A parent/person in parental relation may contact their child or relay a message during the school day.
2. Interruptions to student learning during the day should be as infrequent as possible.
3. Contact would be as follows:
 - a. For items requiring immediate attention, call the main office. Unless otherwise directed, staff would be calling the student to the office.
 - b. For items not requiring immediate attention, call or email the main office. Families should specify whether:
 - i. They expect communication back from the student. Unless the situation is an emergency requiring immediate contact with a student, the student will not be called to the main office until passing or a break in instruction.
 - ii. They have a message they would like to convey to the student.

Enforcement of the Internet-Enabled Device Policy

Students who do not adhere to this policy are subject to intervention as defined by the District Code of Conduct. Devices may be confiscated, may be subject to stricter rules for storage (e.g., office storage only), and/or may be subject to discipline up to and including suspension for failure to adhere to the reasonable directions of teachers, administrators, and/or other school employees; or for being disruptive. The District may not suspend a student if the sole grounds for the suspension is if the student accessed an internet-enabled device in violation of this policy.

Violation	Disciplinary Action
Physical damage to the Pouch in an attempt to circumvent the intended purpose	<ol style="list-style-type: none"> 1. Teacher informs Administration. 2. Administration speaks to the student, reviews expectations of the Pouch program and issues a new Pouch. Records of damaged/lost pouches will be kept by the

Violation	Disciplinary Action
<i>(Ex: Discoloration, pen marks, bent pin, stripped lock inside the pouch, ripped pouch, etc.)</i>	Administration. 3. Parent outreach made by Administration. 4. Continuation of physical damage to the assigned Pouch may lead to further disciplinary action and/or enforcement of a replacement fee of \$10.00.
Student forgets their assigned Pouch	1. Administration confiscates device(s) during arrival, places them in a marked envelope and returns item(s) to the student after the conclusion of student dismissal. 2. Administration speaks to student, reviews expectations of the Pouch program and follows up accordingly with administration regarding next steps.
Student loses their assigned Pouch	1. Administration confiscates device(s) during arrival, places them in a marked envelope and returns the item(s) to the student after the conclusion of student dismissal. 2. Administration speaks to the student, reviews expectations of the Pouch program and issues a new Pouch. Records of damaged/lost pouches will be kept by school officials. 3. A continuation of lost Pouches may lead to further disciplinary action and/or enforcement of a replacement fee of \$10.00.
Student uses an internet-enabled device during school hours	1. Teacher informs Administration. 2. Administration speaks to the student and reviews expectations of the Pouch program. Administration follows up with administration regarding next steps. 3. Parent outreach made by teacher and/or Administration.
Student uses other school devices to access websites violating the District's internet use policy.	1. Teacher informs Administration. 2. School-based investigation begins for violation of appropriate technology use policy by Administration. 3. Parent outreach made by Administration. 4. School issues disciplinary response for violation of appropriate use policy based upon the findings of the investigation.

Violation	Disciplinary Action
Not being honest to school personnel about placing their device(s) in the Pouch	<ol style="list-style-type: none"> 1. Teacher alerts Administration as a disciplinary referral. 2. Administration confiscates the device. 3. School-based investigation begins for insubordination by Administration. 4. Item(s) and Pouch are confiscated for the duration of the school day. 5. Parent outreach made by grade-level Administration. 6. School issues disciplinary response for insubordination based upon the findings of the investigation.
Repeat violation(s) of any of the six violations described above	<ol style="list-style-type: none"> 1. Parent Conference with Administration. 2. School issues further disciplinary response as per the Code of Conduct.

Please consult the district's dedicated webpage, [Distraction-Free Schools](#), for additional information and updates.