



70-35 150th Street
Flushing, NY 11367
(718) 263-4004 FAX (718) 793-9812
Twitter: @PS165Queens Facebook: PS 165Q: Edith K. Bergtraum

PS 165Q Cell Phone & Internet-Enabled Device Policy 25-26

Effective: September 4, 2025

Applies to: All Students, Grades PreK–5

Purpose

To maintain a safe, respectful, and focused learning environment, PS 165Q enforces a “bell to bell” policy restricting the use of all personal electronic devices during the instructional day.

This policy is aligned with **New York State Education Law §2801** and the **NYC Department of Education Discipline Code**, which allow schools to establish rules that promote safety and minimize disruption to learning.

Devices Covered

This policy applies to all internet-enabled personal devices, including but not limited to:

- Cell phones
- Smartwatches
- Tablets
- Personal laptops
- Wireless earbuds/headphones

When the Policy Applies

Devices must be turned off and stored away from **8:00 AM to 2:40 PM** (the entire instructional day). Use is not permitted during:

- Morning arrival
- Classroom instruction
- Lunch and recess
- Hallway transitions
- Dismissal

Collection & Storage Procedures

- **Morning Drop-Off:** All devices must be turned in upon arrival at designated collection points.
- **Storage:** Devices will be secured in locked, labeled storage bins or classroom carts by grade.

- **End-of-Day Return:** Devices are returned at 2:40 PM by teachers or designated staff.
- **Early Dismissal:** Devices will be retrieved from storage by school personnel when a parent signs a student out early.

Communication During the Day

- **Emergency Contact Number for Parents:**
Main Office – 718-263-4004
- **Student Access to a Phone:**
Students may request to use the school phone in the main office or guidance suite in emergencies.
- **School Communication Tools:**
PS 165Q uses **ParentSquare** and the **NYCPS Messaging App** to keep families informed.
 - ParentSquare Directions : <https://www.parentsquare.com/signin>
 - NYCSA (NYC Schools Account) Setup <https://www.schools.nyc.gov/setup-guide>

Exceptions to the Policy

Students may be permitted to carry or use devices during the day if:

- Required for medical reasons (e.g., diabetes management)
- Stated in an IEP or 504 Plan
- Approved for specific instructional needs

To request an exception, contact:

Principal Tiffany Davis-Nealy at TDavis36@schools.nyc.gov

Violations & Consequences

PS 165Q follows a **progressive discipline approach** aligned with the NYCPS Discipline Code.

Typical responses include:

- Verbal reminder & documentation
- Device held for the day; parent notified
- Family conference required for repeated incidents
- Additional consequences if behavior continues

Lost, Stolen, or Damaged Devices

- Report immediately to the main office or school safety agent.
- The school will follow DOE protocols to assist.
- **PS 165Q is not responsible for lost or damaged personal devices.**

- **DOE Statement:** In the unlikely event that an electronic device is lost, stolen, or damaged at school, parents may submit a claim to the **NYC Comptroller's Office**.
 - More Information on Claims – Comptroller's Office
[https://comptroller.nyc.gov/services/for-the-public/claims/file-a-claim/#:~:text=The%20New%20York%20City%20Comptroller's,1\)%20&%20\(2\).](https://comptroller.nyc.gov/services/for-the-public/claims/file-a-claim/#:~:text=The%20New%20York%20City%20Comptroller's,1)%20&%20(2).)

Point People for Parent Communication

For questions or concerns about this policy, parents may contact:

- **Mr. Bilal Key- Parent Coordinator (general policy questions)**
- **Ms. Jena Beckett, Pupil Accounting Secretary**
- **Main Office Staff** for immediate support – 718-263-4004

Policy Access

This updated policy is available:

- On the PS 165Q Website ps165q.net
- In the **Student & Family Handbook**
<https://www.ps165q.net/ps165q-parent-handbook>
- Hard copies available in the main office upon request