



The Academy for Conservation and the Environment

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Academy For Conservation And The Environment HS School Cell Phone & Electronic Device Policy

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.

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 8:05 am and ends at 2:25 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.
- Devices must be placed into the school issued pouch and remain in the closed pouch until the end of pd 8 every day. Students who arrive at school without their pouches will have to turn in their phones for collection.
 - A designated checkpoint, supervised by staff members, will be set up by 7:30 am at the entrance to the building, between the times of 7:30 am and 10:00 am. If students arrive after this window, a staff member will meet them at scanning and ensure the device is pouched.
 - At the end of the school day, students will be allowed to remove phones from their pouches. Collected devices will be distributed by school staff in room 203 between the times of 2:25 pm and 3:30 pm.
 - Students with approved early dismissal will retrieve their devices in room 203 from Ms. Maxwell.
 - If an assigned pouch is lost or damaged, the school will require a fee of \$20 for a replacement.

2. EMERGENCY COMMUNICATIONS

- In case of emergency, parents or guardians can call Ms. Jade Campbell at (718) 968 – 4101 ext. 2013 to reach their child.
- In case of emergency, students may access phones in room 201 to reach their parents or guardians.
- In case of emergency, the school will use GAMA to communicate information to parents or guardians.
 1. Here is how parents/guardians can access the automated messaging system: by logging into your NYCSA at <https://www.schoolsaccount.nyc> or downloading the NYCSA app.

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 Mr. Claro (718) 968 – 4101 ext. 2222 if a student requires an exception for reasons such as: medical monitoring/treatments (for example to monitor blood sugar or other similar circumstances), if student is a caregiver, for approved language purposes (such as translation or interpretation services if no other means are available), or where otherwise required by law.
- The principal/designee may authorize use for an educational purpose.
- Exceptions will be processed and approved within 3 school days.

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 devices) **may** result in a suspension **if approved** by the Office of Safety and Youth Development.
 - 1st violation will result in a verbal warning directly to the student. The phone/device will be confiscated until the end of the school day and returned to the student.
 - 2nd violation will result in admonishment by a member of the admin team or a designee and a phone call home to parents. The phone/device will be confiscated until the end of the school day and returned to the student.
 - 3rd violation and any subsequent violations will result in confiscation of the phone/device. The phone/device will be returned only to a parent, guardian, or emergency card contact. Students with three or more violations will also be required to participate in an act of community service.

5. 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 Mr. Radjpaul at (718) 968 - 4101.