



ERIC CONTRERAS  
*Principal*

### *Use of Cell Phones and Other Electronic Devices*

1. During the school day, (from entry until the completion of period 10 and/or any test administration) students are permitted to use electronic devices in designated areas, as long as they do not disrupt others. Earphone use and speaker sound are not permitted with any devices.
  - Designated areas include:
    - 1<sup>st</sup> floor
    - 2<sup>nd</sup> floor from the print station to Room 220 (not permitted while entering the building)
    - ½ floor
    - Student Union
    - Cafeteria
    - Library
  - Students may use cell phones in any office with the authorization of a staff member
  - Students may use cell phones in classes, including field trips, only with the explicit permission of the teacher or an administrator
2. Students will keep cell phones turned off and out of sight when not in designated areas listed above.
3. Students are never allowed to use cell phones or electronic devices in locker rooms, bathrooms, staircases or outside of classrooms.
4. Students cannot be in possession of cell phones and electronic devices during the administration of any school quiz, test or examination except as authorized by the school, or pursuant to an Individualized Education Plan or a Section 504 accommodation plan.
5. Students may not record, film, photograph, stream or broadcast anywhere in the building using cell phones or other electronic devices unless the individual being recorded has consented and no teacher or administrator prohibits such action.
6. Use of cell phones or electronic devices for bullying, harassment or academic dishonesty (including cheating, plagiarism or unauthorized collaboration) may result in disciplinary action as specified by the school's Academic Honesty Policy and the New York City Department of Education Discipline Code.
7. Cell phones and electronic devices used in violation of these policies will be confiscated. For first offense, confiscated devices will be returned to students at the end of the day. For second and repeated offenses, a parent or guardian must come to school to retrieve confiscated devices. Cell phones can be picked up in Room 103.
8. Refusal to comply with the confiscation of any device is considered insubordination and will result in further disciplinary action, including possible suspension.
9. Students may not use school electrical outlets to recharge cell phones.
10. Students are responsible for maintaining the safety and security of their electronic devices while at school.