



THE DOUGLASTON SCHOOL
2016 National Blue Ribbon School
PS 98Q
40-20 235th Street
Douglaston, NY 11363
Phone 718.423.8535 Fax 718.423.8555
Kristy Chan, Ed.D. | Principal



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 8:20am and ends at 2:40pm. Students will be able to use school/NYCPS-issued devices during the school day.

The school will **provide students with locked pouches...**

- Students will place their devices in pouches and secure it in front of school staff.
- Students will store their locked pouches in bins for the day.
- At the end of the school day, students will unlock their pouch in the classroom.
- They will remove their device(s) and lock their pouches before leaving the school.
- Students with approved early dismissal will be able to unlock their pouch in their classroom.
- In the event that a storage device, such as a pouch, is lost or damaged, the school will require a fee for the current cost of the replacement.

EMERGENCY COMMUNICATIONS

- In case of emergency or exigent circumstances, parents or guardians can call the main office to reach their child.
- In case of emergency or exigent circumstances, students may access phones in their classrooms to reach their parents or guardians.
- In case of emergency or exigent circumstances, the school will use a school messenger system and/or email to communicate information to parents or guardians.
 - a. Here is how parents/guardians can access the automated messaging system:
<https://www.schools.nyc.gov/learning/student-journey/nyc-schools-account>



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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 Mrs. Holle, Parent Coordinator cholle@schools.nyc.gov 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 7 days.

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 device) **may** result in a suspension **if approved** by the Office of Safety and Youth Development.

OTHER: 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 the school 718-423-8535 or Mrs. Holle, Parent Coordinator, cholle@schools.nyc.gov.