

**SCHOOL-BASED POLICY OF INTERNATIONAL HS AT LAGUARDIA FOR USE OF CELL PHONES, COMMUNICATION DEVICES, AND PORTABLE MUSIC AND ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY**

Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar communication devices; and 3) portable music and entertainment systems, such as iPods, MP3, PSP and Nintendo DS.

**A. The use of cell phones, communication devices and portable music and entertainment systems at school is subject to the restrictions below.**

1. Cell phones and portable music and entertainment systems may not be used during class time. During class time, all students who have a cell phone in the room will put it in the cell phone pouch that is hanging in each classroom. Students will be assigned a number that corresponds to their laptop number, which they will be assigned in each classroom. For example, if a student is Laptop #1 in a classroom, then the student will put their cell phone in pouch #1 as well. At the end of class, students will take their phones back from the pouch.
2. Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or examination.
3. Communication devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.
4. Students are prohibited from bringing cell phones, communication devices, and portable music and entertainment systems into a classroom or other locations where a NYS assessment is being administered. Test proctors, test monitors, and school officials, shall have the right to collect electronic devices prior to the start of the test and to hold them while the test is being administered. Admission to the test shall be denied to any student who refuses to relinquish a prohibited device. Students may use computing, recording and/or playback devices provided that such an accommodation is specified in the student's IEP or 504 plan. Prohibited devices further may be allowed if there is documentation from a medical practitioner on file at the school that a student requires such a device during testing.
5. Cell phones, communication devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
6. Cell phones, communication devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms.

**B. Cell phones may be used as set forth below:**

During the school day:

- Cell phones may not be used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher. Students who bring their cell phones into the classroom will store it in the hanging pockets for cell phones at the front of the classroom during

pass period. They will put their phone in the pouch and get it themselves at the end of the

- Cell phones may be used during the following non-instructional times of the school day: lunch and free periods in the following designated areas: Computer lab, student lounge, classroom with a teacher overseeing the room and permitting use, cafeteria, and courtyard.

During after-school, school-sponsored programs or activities:

- Cell phones may be used during the following after-school, school-sponsored programs or activities in the following designated areas: Computer lab, student lounge, classroom with a teacher overseeing the room and permitting use, cafeteria and courtyard with the approval of the teacher or coach overseeing the after-school, school-sponsored program or activity.

**C. Communication devices may be used as set forth below:**

During the school day:

- Communication systems may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.
- Communication systems may be turned on and used only during the following non-instructional times lunch and free periods in the following designated areas: Computer lab, student lounge, classroom with a teacher overseeing the room and permitting use, cafeteria and courtyard.

During after-school, school-sponsored programs or activities:

- Communication devices may be used during after-school, school-sponsored programs or activities in the following designated areas: Computer lab, student lounge, classroom with a teacher overseeing the room and permitting use, cafeteria and courtyard with the approval of the supervisor or coach overseeing the after-school, school-sponsored program or activity.

**D. Portable music and entertainment systems may be used as set forth below**

During the school day:

- Portable music devices and entertainment systems may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.
- Portable music and entertainment systems may be used during the following non-instructional times of the school day: lunch and free periods in the following designated areas: Computer lab, student lounge, classroom with a teacher overseeing the room and permitting use.

During after-school, school-sponsored activities:

- Portable music and entertainment systems may be used during after-school, school-sponsored programs or activities in the following designated areas: Computer lab, student lounge, classroom with a teacher overseeing the room and permitting use, cafeteria and courtyard with the approval of the supervisor or coach overseeing the after-school, school-sponsored program or activity.

**E. Confiscation and return of electronic items**

For students who do not follow this policy, the response will be as follows:

- Student receives a warning
- Student has conversations with staff
- Item is taken and returned at the end of the school day
- Item is taken. Parent contacted and item is returned to parent/guardian following a conference
- Item is taken and returned following students entering into a behavioral contract
- And/or losing privileges of using your phone during lunch/free time

**F. Discipline**

Students who use cell phones, communication devices, and/or portable music and entertainment system in violation of any provision of the DOE's Discipline Code, our school's policy, Chancellor Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("ISUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

**G. No Liability for damage, theft or loss**

The International High School at LaGuardia Community College is not responsible for stolen, damaged or lost cell phones, commuting devices or portable music and entertainment systems brought onto school grounds. In the event that a cell phone or other electronic devices is reported stolen, our staff will thoroughly investigate the incident and address any student related misconduct accordingly.