

Highbridge School

Public School 11
1257 Ogden Avenue
Bronx, New York 10452
{Upper Academy} 718-681-7553 {Fax} 718-681-7711
{Lower Academy-Annex} 718-293-4210 {Fax} 718-538-7882

Dr. Joan Kong, Principal

Tawnia McCray, Assistant Principal
Regina Burke, Assistant Principal
Henrietta Sirleaf, Assistant Principal

**P.S. 11 Cell Phone and Electronic Devices Policy**

Effective: March 2, 2015

P. S. 11 Highbridge School institutes the following policy in alignment with Chancellor's Regulation A-413 ("Use of Cell Phones and othe Electronic Devices in Schools"):

Students may bring cell phones, computing devices, and portable music and entertainment systems to school, with the following conditions:

- Cell phones and other electronic devices may not be turned on, used or charged at school at any time of the day, including lunch and recess.
- Students are expected to shut their cell phones and or electronic devices off when entering the building. Cell phones and other electronic devices must be kept in students' backpacks/school bags.
- Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during fire drills or other emergency preparedness exercises.
- Computing devices may not be turned on or used 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. Students are prohibited from bringing cell phones and other electronic devices into a classroom or any location where a State exam is being administered.
- Cell phones, computing devices, and portable music and entertainment systems may not be used in bathrooms.
- Cell phones and other electronic devices may not be used when on school trips.

Student Discipline

Students who use cell phones, computing devices or portable music and entertainment systems in violation of the DOE's Discipline Code, the school's policy, this regulation, and/or the DOE's Internet Acceptable Use and Safety Policy ("IAUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

Procedures for Confiscation and Return

All cell phones and electronic devices that are being used during the school day are subject to confiscation. If your student's cell phone or electronic device has been confiscated, you will be notified. *A confiscated cell phone/other electronic device will be held by a member of the administration and returned only when a parent or guardian comes in to pick up and sign for the item.*

Liability

Please note that P.S. 11 is not responsible for stolen, damaged or lost devices.

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P.S. 11 Parent Contract for Use of Cell Phones and Other Electronic Devices **Effective: March 2, 2015**

I have received the PS 11 CELL PHONE and ELECTRONIC DEVICES POLICY and understand the behavior that is required of my child. I also understand the Student Discipline, Procedures For Confiscation and Return and Liability if my child does not follow the Policy.

I agree to help my child follow these policies by:

- discussing with my child the contents of the school's cell phone and electronics policy, the Discipline Code and the Bill of Student Rights and Responsibilities;
- encouraging my child to be a respectful and peaceful member of the school community, and to never use an electronic device to engage in harassment, bullying or intimidation, or to take, send or post inappropriate photos or videos others;
- reminding my child that cell phones and electronic devices may not be used during school fire drills or other emergency preparedness exercises;
- reminding my child about the importance of academic honesty and never using an electronic device to engage in cheating or to help others cheat; and that students are prohibited from bringing cell phones and other electronic devices into a classroom or any location where a State exam is being administered;
- calling the school if I need to contact my child during the school day and not trying to reach my child on his/her electronic device during the school day;
- teaching my child to be responsible and safe about his/her electronic devices both in school and while traveling to and from school, to not display the devices or carry them in a manner that attracts attention, to always travel using safe, familiar streets with good lighting, and to refrain from using shortcuts through isolated areas;
- reminding my child that having a cell phone or electronic device in school is a privilege, and that the privilege may be revoked, or electronic devices may be confiscated by the school if they are used in violation of the school's policy or the Discipline Code;
- reminding my child that the school is not responsible or liable if his/her device is lost, damaged or stolen, that it is my child's responsibility to take proper care of his/her device, and that devices may not be charged at school.

Student's Name: _____ Teacher: _____

Parent/Guardian Name: _____ Date: _____
(Please Print)

Parent/Guardian Signature: _____

PARENT / GUARDIAN PLEASE RETURN ONE SIGNED COPY TO YOUR STUDENT'S TEACHER

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P.S. 11 Student Contract for Use of Cell Phones and Other Electronic Devices **Effective: March 2, 2015**

I have read my school's policy about use of cell phones and other electronic devices, the Discipline Code and the Bill of Student Rights and Responsibilities.

I know that I have a right to be:

- in a safe and supportive learning environment, free from discrimination, harassment, and bigotry;
- told by my school what is appropriate behavior and what actions may result in disciplinary actions;
- provided with due process of law in instances of disciplinary action for alleged violation of school rules or the Discipline Code that may result in my suspension or removal from class.

I agree to:

- obey my school's policy about cell phones and other electronics devices
- never use or charge my cell phone or other electronic device during school hours, in school or on class trips;
- behave respectfully, without arguing, and cooperate when a staff member gives me direction or makes a request, including to turn over my cell phone or electronic device;
- never use my cell phone or other electronic device to intimidate, embarrass, threaten, bully, or disrespect others;
- never take, send or post inappropriate photos or videos of others;
- never use my cell phone or other electronic device to cheat or help others cheat;
- never use my cell phone during fire drills or other emergency preparedness exercises.

I understand that:

- I am not permitted to turn on, use or charge my cell phone or other electronic devices during school hours. My cell phone or other electronic device must be kept in my backpack/school bag;
- cell phones and other electronic devices may not be used during school fire drills or other emergency preparedness exercises;
- I am not permitted to bring my cell phone or other electronic device into my classroom or other location where I am taking any State Exam;
- if I violate my school's policy or the Discipline Code, my cell phone or other electronic device may be confiscated;
- if I use my cell phone or other electronic device to take, send or post inappropriate photos or videos of others, or send inappropriate messages to others or to bully, threaten, or intimidate others, or to cheat, I will be disciplined in accordance with the Discipline Code;
- I assume all responsibility for my cell phone and other electronic devices if I bring them to school. My school is not responsible for stolen, damaged or lost devices.

By signing this document, I agree to follow all the rules contained in this document.

Student's Full Name (please print): _____

Student's Signature: _____

Date: _____