



Department of Education – City of New York  
District 22  
THE MANHATTAN BEACH SCHOOL  
*Public School 195*  
131 Irwin Street, Brooklyn, N.Y. 11235  
718-648-9102 – Fax: 718-934-0625

Bernadette Toomey  
Principal

Mary O’Neill  
Assistant Principal

March 2, 2015

Dear Parents/Guardians,

Please read the attached school policy regarding the presence and use of cell phones and other electronic devices. This policy is effective as of today. After reviewing it with your child, sign and return the tear-off below.

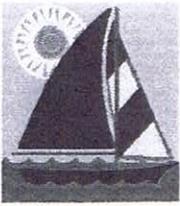
Sincerely,

Bernadette Toomey  
Principal

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Student Name \_\_\_\_\_ Class \_\_\_\_\_

I have read P.S. 195’s policy regarding cell phones and other electronic devices and have reviewed it with my child.

Parent signature \_\_\_\_\_



*Public School 195  
131 Irwin Street  
Brooklyn, NY 11235  
Bernadette Toomey, Principal  
Mary O'Neill, Assistant Principal*



**P.S. 195 POLICY FOR USE OF CELL PHONES, COMPUTING 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 computing devices (“computing devices”); and 3) portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo DS.

The school is not responsible for lost, stolen, or damaged items.

**A. The use of cell phones, computing 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 turned on or used during the administration of any school quiz, test or examination.
2. Computing 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.
3. Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
4. Cell phones, computing 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 turned on or used while on school property.

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

- Cell phones may not be turned on or used while on school property.

**C. Computing devices may be used as set forth below**

During the school day:

- Computing systems may not be turned on or used while on school property.

**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 while on school property.

During after-school, school-sponsored activities:

- Portable music devices and entertainment systems may not be turned on or used while on school property.

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

School-based policies must describe the procedures for the confiscation, storage and return of electronic devices. In determining whether to confiscate an electronic device, schools should consider the nature of the violation. Where appropriate, measures should be instituted in a progressive fashion. Such measures may include, but are not limited to:

- 1<sup>st</sup> infraction: Verbal warning
- 2<sup>nd</sup> infraction: Confiscation of item and return at end of school day
- 3<sup>rd</sup> infraction: Confiscation of item and return following parent conference
- 4<sup>th</sup> infraction: Confiscation of item and loss of privilege to bring item to school

**F. Discipline**

School-based policies must state that students who use cell phones, computing devices, and/or portable music and entertainment system in violation of any provision of the DOE's Discipline Code, the 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.