

## **SMART PHONES, CELL PHONES, & ELECTRONIC DEVICE POLICY**

GUGCS strongly encourages all students to leave their personal electronic devices at home. In the event that personal electronic devices are brought to school, all policies below apply.

In accordance with [New York State Law](#), personal cell phones, smart phones, and other internet-enabled electronic devices are not allowed to be used in school at any point during the day, from start to finish, except under special circumstances outlined in the NYS law\*. This policy applies at all times while on school property, including arrival, dismissal, and after-school activities, such as clubs or sports. This policy also applies on all school field trips. These devices must be turned in according to the protocols outlined below.

*The **devices** that are not allowed to be used are as follows:*

- Cell phones
- Smart phones
- Smart watches
- Tablets/iPads/iPods
- Personal laptops
- Personal chromebooks
- Kindles
- AirPods/Earbuds/Headphones
- All other internet enabled electronic devices or anything with similar functionality

*The **devices** that **MUST** be **registered** and **turned in** are as follows:*

- Cell phones
- Smart phones
- Smart watches
- Tablets/iPads/iPods
- Personal laptops
- Personal chromebooks
- Kindles
- All other internet enabled electronic devices or anything with similar functionality

*\*Exceptions to this policy, under the law, are as follows:*

- Authorization by a teacher, principal, or the school district, charter school, or BOCES for a specific educational purpose.
- Instances where necessary for the management of a student's healthcare.
- Usage in the event of an emergency.
- Usage for translation services.
- Usage on a case-by-case basis, upon review and determination by a school psychologist, school social worker, or school counselor, for a student caregiver who is routinely responsible for the care and wellbeing of a family member.

- Additionally, the policy may not prohibit the use of an internet-enabled device where it is included in the student's individualized education program (IEP) or section 504 plans.

#### Elementary School Collection Protocol

Students must turn in their devices each day during morning meeting (or when they arrive at school, if arriving after morning meeting) to their classroom teachers. Each elementary school classroom has a secure lock box that teachers will use to store student devices. If a student is leaving early, teachers will ensure they receive their device back before leaving. All storage boxes will remain locked throughout the entirety of the school day. GUGCS encourages all students to ensure that devices remain in silent/off mode throughout the day. If a student is leaving early, they may pick up their device from the main office upon leaving for the day.

#### Middle School Collection Protocol

Students must turn in their devices each day during morning advisory to their advisor (or other school staff member). Students will receive their devices back during the end of day advisory period (before leaving for the day). Each advisory room has a secure lock box that teachers will use to store student devices. If a student is leaving early, teachers will ensure they receive their device back before leaving. All storage boxes will remain locked throughout the entirety of the school day. GUGCS encourages all students to ensure that devices remain in silent/off mode throughout the day. If a student is leaving early, they may pick up their device from the main office upon leaving for the day.

#### Logical Consequences for Devices

If a student is found to have a device with them (regardless of whether or not the parent/guardian reported that the student would be bringing a device to school), a logical consequence will be applied. Additional and more severe consequences will be applied in the event that the student was **using** the device during the school day, and/or if this happens on a recurring or repeated basis.

*If a student is found with a device during the school day, it must be turned in immediately and parent/guardian will be notified promptly.*

Possible logical consequences for device possession or use include, but are not limited to^:

- Parent/guardian pick up of device
- Discipline referral
- Written reflection
- Lunch, recess, after-school, or other in-person reflection period
- Parent/guardian/family phone-call and/or in-person meeting
- Community project
- Other logical or restorative consequence as deemed necessary

Taking photos or videos with cellular devices, or cameras that are unapproved by the school, during the school day or at school activities or functions, is prohibited. In addition, students uploading or posting photos or videos to the Internet, which were taken on school premises and without the school's prior

written permission, will be subject to disciplinary action at the school level. Concerns regarding “cyber bullying” or inappropriate use of the Internet in school will also be addressed at the school level, and students involved may be subject to disciplinary action. It is a parent’s responsibility to monitor their student’s use of the Internet and social media outside of school. It is a parent’s right to report any Internet behavior, in school or out of school, to law enforcement.

#### Notification of Device Ownership

During registration or annual re-registration, families must indicate if their student has a device that they will be bringing to school. If a student obtains a device after the parent/guardian has already completed this form, families must email the main office team to indicate this change immediately. If a student will no longer be bringing a device to school after the parent/guardian has indicated they were bringing one, families must also email the main office team to indicate this change.

Device registration must include the following information. This information is collected in the registration form, or should be included in any messaging to the main office team about a change in device ownership (ie. obtaining a new device, switching to a different device model, etc.):

- Brand/make of phone (ie. Apple, Samsung, etc.)
- Model (ie. iPhone 15, Galaxy S7, etc.)
- Color/Case/Descriptors (ie. bright green case, back of phone is yellow, etc.)
- Student Cell Phone Number (please note this will not be shared and is only case for emergency purposes)

#### Student/Family Communication During School Day

Students are not permitted to call parents from their cell phones during the school day and if there is an issue that arises and the parents need to be notified, the family will be contacted by an administrator. We encourage families to reinforce this message with their child and ask that students refrain from contacting them throughout the school day.

Parents/guardians who need to communicate with their child should choose one of the following options. ***Please note that these communication methods should only be used for urgent or serious matters.***

1. Call the main office and ask to speak to their child (while providing context of why).
2. Email your child’s teacher(s), advisor, dean, counselor, main office, school leader, or other administrator to pass along a message.
3. Visit the school’s Main Office in person and ask to speak to their student (while providing context of why).

#### Waiver of Liability

The school is not responsible for lost or damaged cellular phones or other electronic devices. By sending a student to school with a cellular phone or other electronic device, parents/guardians assume the risk and responsibility of loss or damage to their child’s device. GUGCS will not reimburse families for lost or damaged devices under any circumstances.