

The SEEALL Academy Cell Phone and Electronic Device Policy

The SEEALL Academy, in collaboration with the School Leadership Team (SLT) has established its policies governing student use of electronic devices (cell phones, computing devices, portable music and entertainment systems).

POLICY

- As stated in Chancellor's Regulation A-413, students are permitted to be in possession of cell phones, laptops, tablets, iPads, and other similar computing devices, and portable music and entertainment systems; however, it is The SEEALL Academy's policy that these devices are not permitted to be turned on or used on school property unless authorized by a SEEALL Academy staff member. This restriction is always applicable on or off the school premises during the school day including recess in the yard, field trips, after school programs, school fire drills or any emergency preparedness exercise.

IN CASE OF EMERGENCY

- Please do not call students cell phones during school hours. The SEEALL Academy follows a bell-to-bell schedule during the instructional school day; 8:10 AM-2:30 PM.
- If a student must contact a Parent/Guardian and permission from staff is granted, telephones are available in the main office. Conversely, if a Parent/Guardian must contact a student to reach the school in case of emergency or exigent circumstances, they may call the main office at 718-851-8070 or contact our Parent Coordinator, Nicole Ferguson at extension 1102.
- If there is an emergency at the school, parents will be notified via GAMA messaging system. Parents can access the automated communication system through their NYSCA accounts.

COLLECTION/STORAGE

- Upon arrival, all 6-8 students will keep their cell phones and smart watches locked in their Yondr pouch from when they enter the building through the end of the school day at dismissal. Students will lock their devices away as they enter the building and unlock their Yondr pouch at their dismissal door upon leaving.
- Any K-5 student that reports to school with a cell phone will lock it up in a Yondr pouch upon entry to school and unlock their Yondr pouch at their dismissal door.
- All Yondr pouches will remain locked and students will store their closed pouches in their school bag stored in the coat closet for the day.
- Students will remove their Yondr pouches from the closet at dismissal and open them at their dismissal door.
- Students with approved early dismissal will be able to take their Yondr pouch out of their bookbag and open their Yondr pouch in the main office upon meeting their parent.

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 Nurse Bowes at (718) 851-8070 if a student requires an exception for reasons such as: medical monitoring/treatments (for example to monitor blood sugar or other similar circumstances), or where otherwise required by law.
- The principal/designee may authorize use for an educational purpose.
- Exceptions will be processed within three weeks.

DISCIPLINE CODE

- Students will bring their Yondr pouch to and from school and are responsible for them.
- There will be a fee of \$15 for lost pouches and attempting to break or destroy the pouches will result in disciplinary action as per the discipline code.
- Yondr pouches are school property, therefore, the discipline code will be enforced if any student is caught with an open pouch during the school day, with another student's Yondr pouch, or if a student is found to have tampered or attempted to damage their Yondr pouch.
- 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 plan. THE SEEALL ACADEMY ASSUMES NO RESPONSIBILITY FOR LOST, DAMAGED, OR STOLEN ELECTRONIC DEVICES.
- Any violations of the school cell phone policy will result in progressive discipline reflected the discipline code; in-school disciplinary action, teacher removal, suspension, removal from extracurricular activities/school functions.

THEFT/DAMAGED PROPERTY

- Students may report that a Yondr pouch is stolen to Dean DeCarlo in room 406.
- Students may report that a Yondr pouch is damaged/lost to Assistant Principal Wells in room 452.
- Students may report that an electronic device is lost/stolen/damaged to Mr. Cheng in room 314.