

September 2017

Dear Parents and Guardians of P.S. 166Q,

As per Chancellor's Regulation A-413, the long-standing ban on cell phones and electronic devices has been lifted in NYC DOE schools. Each school principal is charged with creating their own cell phone policy as they see fit to best meet the needs of the students they serve. After consulting with the School Leadership Team consisting of parents, teachers and members of the administration, a policy has been established.

Please read the policy below and discuss the policy with your child as you see fit. It will also be posted on our school website. Please return the tear-off below to your child's teacher as soon as possible.

Sincerely,

Jessica Geller, Principal

SCHOOL-BASED POLICY OF P.S. 166Q, FOR USE OF CELL PHONES, COMPUTING DEVICES, AND PORTABLE MUSIC AND ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY

- A. Though students will be permitted to bring cell phones to school, cell phones may not be turned on or used while on school property, during the school day or during afterschool or school sponsored weekend programs.
- B. Computing systems (laptops, iPads) and Nooks and/or Kindles may not be turned on or used during instructional time, except with the explicit approval of the teacher. Requests for use must be submitted in writing by a parent or guardian and decisions will be made on a case-by-case basis, in consultation with the principal.
- C. Portable music devices and entertainment systems such as iPads, MP3 players, PSP, and Nintendo DS may not be turned on or used while on school property, during the school day or during afterschool or school sponsored weekend programs. Students are encouraged to leave these devices at home.
- D. **Confiscation and return of electronic items.**
If the guidelines above are not met, that is, a student turns on and uses their cell phone or electronic device without explicit written approval during the times listed above, the following measures will be instituted in a progressive fashion.
- Confiscation of item and return at end of school day.
 - Confiscation of item and return following parent conference.
 - Revocation of privilege to bring item to school.
- E. **Discipline**
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.
- F. Please be aware that PS 166 is not responsible for any lost or stolen electronics or their accessories.

Please sign & return to teacher by September 15, 2017

I have read and understand PS 166Q Cell Phone and Electronics policy.

Child's Name: _____ Class: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____