



## QUEENS GATEWAY TO HEALTH SCIENCES SECONDARY SCHOOL

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# Queens Gateway to Health Sciences Secondary School Cell Phone Policy

As per Chancellor's Regulation A-413, students are permitted to bring the following electronic items to school: (1) cell phones; (2) Laptops, tablets, iPads and other similar computing devices; and (3) Portable music and entertainment systems such as iPods, MP3 players, PSP and Nintendo DS.

**A.** It is the policy of Queens Gateway to Health Sciences Secondary School that **all such items mentioned above may NOT be used inside the school.** The use of cell phones, and computing devices at Queens Gateway, during the school day, is subject to the conditions below:

1. Cell phones, iPods, iPads, laptops, tablets, and computing devices ***must be turned off*** prior to entering the school building.
2. Cell phones, iPods, and iPads ***must not be carried in a visible manner.***
3. Larger devices such as laptops must be ***secured in their carrying cases.***
4. Computing devices may ***not be turned on or used during instructional time***, except for instructional and educational purposes with the explicit approval of the teacher.
5. Cell phones, iPods, iPads, laptops, tablets, and computing devices ***must be turned off and not visible*** during fire drills or other emergency preparedness exercises.
6. Cell phones, iPods, iPads, laptops, tablets, and computing devices ***must be turned off and not visible*** 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.
7. Cell phones, iPods, iPads, laptops, tablets, and computing devices must ***not be used in the bathrooms, cafeteria, hallways, locker rooms, and stairwells.***
8. Cell phones, iPods, iPads, laptops, tablets, and computing devices ***must be turned off and not visible*** during after-school, school-sponsored programs or activities except for instructional and educational purposes with the explicit approval of the teacher.
9. Electronic communication devices are not permitted during a State Examination.

## Queens Gateway to Health Sciences Secondary School

### Cell Phone Policy

At the beginning of each test administration, proctors must read the following statement to all students taking secondary-level State exams:

**You cannot have any communications device, including a cell phone, with you during this exam or during any breaks (such as a restroom visit). Such devices include, but are not limited to: • Cell phones • Blackberry devices and other PDAs • iPods and MP3 players • iPads, tablets, and other eReaders • Laptops, notebooks, or any other personal computing devices • Cameras or other photographic equipment • Headphones, headsets, or in-ear headphones such as earbuds, and • Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content**

**If you brought any of these items to the building today, and have not already stored it in your locker or turned it over to me, a test monitor or school official, you must give it to me now. You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc. If you keep a cell phone or any of these items with you, your exam will be invalidated and you will get no score. Is there anyone who needs to give me any of these items now?**

**[Proctor: repeat list of devices.]**

**This is your last opportunity to do so before the test begins.**

**B.** Students who use cell phones, computing devices, and/or portable music and entertainment systems in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor's Regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

### **C. Confiscation of Electronic Items:**

1. If a student is found to be in violation of the Cell Phone Policy, the device (cell phone, laptops, tablets, iPods, iPads, and other similar computing devices, portable music and entertainment systems) **will be confiscated** by school personnel. In the case where a cell phone or electronic device has been confiscated by an administrator or teacher, the following options will be available to school staff:

- If it is the first offense, the device will be returned to the student by AP/Dean at the end of the school day.
- If it is the second offense, the device will be returned by AP/Dean following a scheduled parent conference.
- If it is the third offense or more, the device will be returned to the parent on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of every month between 7:30 a.m. to 8:30 a.m. and 1:00 p.m. to 4:00 p.m. after the date of confiscation.

## **Queens Gateway to Health Sciences Secondary School Cell Phone Policy**

Students who continue to violate the school's policy will have their privileges revoked. Parents will be notified in writing and the device will be returned to the parent on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of June between 7:30 a.m. to 8:30 a.m. and 1:00 p.m. to 4:00 p.m.

**D.** Indemnification: If a student's device is broken, misplaced or lost, the school is not responsible for replacing the device. In the event that a device is stolen, our staff will thoroughly investigate the incident and take appropriate disciplinary action.

**E.** If parents need to contact their children during school hours, parents must call the main office at (718) 969-3155 and not contact their children via their mobile devices.