



The College of Staten Island High School for International Studies

Created in Partnership with The College of Staten Island and the Asia Society's Network of International Studies Schools

SCHOOL-BASED POLICY FOR USE OF CELL PHONES, COMPUTING DEVICES, AND PORTABLE MUSIC AND ENTERTAINMENT/ELECTRONIC DEVICE SYSTEMS ON SCHOOL PROPERTY (Revised September 2018)

Students are generally permitted to **BRING (*NOT USE*)** 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;
- 4) smart watches;
- 5) earbuds/head phones/charging wires.

CSI High School is in no way responsible for lost, stolen, damaged, or costs associated with use of any electronic device. As with all valuables, students must safeguard, secure, and protect their valuables and take all care necessary to protect themselves from loss, misplacement, or theft.

A. Generally the use of cell phones, smart watches, computing devices, portable music entertainment systems including ear buds and charging wires at school are prohibited from "bell (8:10AM) to bell (2:55PM/1:35 [Fridays only])" Students that have 0 block or J Block classes may not use electronic devices as the school day commences earlier and/or later than students with an A-H block schedule. STUDENTS THAT REMAIN IN SCHOOL AFTER THE SCHOOL DAY MUST ABIDE BY THE CELLPHONE USE PROHIBITION AND THE BELL TO BELL PROVISION.

Students may bring the above items to school but they are not permitted to be visible, audible, or used within school once the student's schedule starts or the 8:10AM bell rings (whichever comes first) and extending to the end of the day bell at 2:55PM (or after J Block for those classes running after the school day) except as explicitly indicated within this policy.

1. Cell phones, computing devices, smart watches, earbuds/headphones, and portable music and entertainment systems may not be turned on, used, or visible during the administration of any school quiz, assessment, test, or examination. All teachers/school staff reserve the right during an assessment of any kind to have a student temporarily surrender an electronic device if the student leaves the room during the assessment (rest room/nurse) the teacher will return it upon return. Teachers may also collect electronic devices at their discretion during exams.
2. Cell phones, computing devices, smart watches, earbuds/headphones and portable music and entertainment systems may not be turned on, used, audible, or visible in the halls, stairways, offices, or common areas of the school such as the library, school yard, auditorium, or the cafeteria.
3. Cell phones, computing devices, smart watches, earbuds/headphones may not be turned on, audible, visible, 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.
4. Cell phones, computing devices, smart watches, earbuds/headphones and portable music and entertainment systems may not be visible, turned on, or used during school fire drills or other emergency preparedness exercises.

5. Cell phones, computing devices, smart watches, earbuds/headphones and portable music and entertainment systems may not be visible, used in locker rooms, or bathrooms.
6. Cell phones, non-school computing devices, smart watches, earbuds/headphones portable music and entertainment systems may never be visible, turned on, or ever used in advisory without the explicit approval of the principal.
7. Cell phones, computing devices, smart watches, earbuds/headphones portable music and entertainment systems may not be visible, used in class, or turned on except as indicated below.

B. Cell phones, computing devices may be used as set forth below

During the school day:

- Cell phones, portable music, smart watches, earbuds/headphones and entertainment systems may not be visible, audible, or turned on, or used while on school property as outlined above.
- Cell phones may not be turned on, audible, visible, or used in class, except for teacher-directed instructional and educational purposes with the explicit direction from the teacher(s). Such limited use initiatives should specifically be written into teacher lesson plans. It must be clear that the teacher (1) states when phones are to be used, (2) the specific purpose for use, and (3) when the time for use is ended. When the teacher ends the limited use, cellphones are to be immediately turned off and put away. In the event that students are not compliant to teacher directives, students may be deemed to be "insubordinate" and subject to the terms of the Discipline Code and shall be in violation of this code and subject to cellphone confiscation.
- Cell phones, portable music, smart watches, earbuds/headphones, and entertainment systems may not be turned on, used, or visible in the halls, stairways, offices, or common areas of the school/campus such as the library, school yard, auditorium, offices, or the cafeteria etc.
- Laptops/tablets may be utilized within classes subject to the approval of the classroom teacher where such use advances instructional aims/student learning as determined by the teacher. For example a student taking notes on a laptop is permissible. A student using a tablet to text is not advancing instructional aims.

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

When the official school day (2:55PM/1:35PM bell rings or a student's J Block class concludes) is over, students may use their cell phones, smart watches, earbuds/headphones, computing devices, and portable music and entertainment systems so long as the student is not involved in an instructional activity and does not disrupt the educational process around them. This allowance shall apply to all areas of the campus. During **after school instructional activities** (Poetry Slam/Winter or Spring Concerts) the electronic device restriction policies in place during the school day **are in effect and are binding.**

Examples:

- (1) Even though a student's day is complete, if a student is at after school/before school tutoring/PM School/ College Now, he/she cannot use a cellphone or other electronic device.
- (2) If a student is participating in an afterschool club activity or PSAL activity as a spectator, cellphone use should not be excessive but is permitted subject to the approval of the staff supervising the event.

C. Confiscation and return of electronic items

Electronic devices that are used in a way that violates the NYC DOE's Discipline Code shall be subject to the provisions of the Discipline Code.

Students that do not abide by the school policy on electronic devices shall have the electronic device confiscated by any adult. The phone may be retrieved from the school by the parent/guardian or parent designee over the age of 21 at any time during business hours. Students should never refuse to surrender an electronic device – this is considered insubordination and leads to disciplinary action.

Students that engage in a persistent pattern of disregarding the school policy on electronic devices may have their privilege to bring electronic devices to school revoked or provisions put in place to surrender the electronic device at the start of the day and retrieve it at the end of the day.

D. Discipline

Students who use cell phones, computing devices, smart watches, earbuds/headphones, 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") or in a manner disruptive to classrooms or school decorum will be subject to disciplinary action in accordance with the guidance interventions and disciplinary responses set forth in the NYC Discipline Code.

E. Cooperation

The school community's cooperation with electronic devices restrictions are in the best interests of a wholesome school environment which most supports learning. Many sources including prestigious journals and published research-based studies cite brain research which confirms that "unplugging" and minimizing "screen time" correlates with improved attention span, thinking abilities, and social skills of learners. Therefore while challenging, curtailing the use of electronic devices should be a priority for the entire CSI High School Family – so our school maintains high levels of decorum and our learners are best prepared for their futures.