



**Effective: April 2015**

Dear Parents:

The new Chancellor Regulation A-413 that permits students to bring cell phones and other electronic devices to school became effective on March 2, 2015. The School Leadership Team (SLT) of The Cinema School has collaborated to implement a fair policy that acknowledges the role of readily available technology while being aligned to the guidelines of the Chancellor's Discipline Code.

**As of April 1, 2015 the school-based policy for use of cell phones, computing devices, and portable music and entertainment systems on school property is as follows:**

Students are permitted to bring 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, headphones and Nintendo DS. These devices should be turned off upon entry into the building.

**A. The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the restrictions below.**

1. Cell phones may not be turned on or used during instructional time, except for instructional and educational purpose with the explicit approval of the teacher.
2. Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or examination.
3. Computing devices may not be turned on 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. Use of cell phones, computing devices, portable music and entertainment systems and other electronic devices are prohibited during the administration of state standardized examinations and is governed by State Education Department Rules.
5. Cell phones, computing devices and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
6. Cell phones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms.



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**B. Cell phones may be used as set forth below.**

- During pre-school, lunch or after-school, school-sponsored programs or activities, cell phones may be turned on and used in a manner that is aligned to the Chancellor's Discipline Code and does not pose a safety risk during sustained activity (shooting a film, playing intramural sports, using the stairwell, etc.). No phone calls are permitted except in an administrative office.

**C. Computing devices may be used as set forth below.**

- During pre-school, lunch or after-school, school-sponsored programs or activities, computing devices may be turned on and used in a manner that is aligned to the Chancellor's Discipline Code and does not pose a safety risk during sustained activity (shooting a film, playing intramural sports, using the stairwell, etc.)

**D. Portable music and entertainment systems may be used as set forth below.**

- During pre-school, lunch or after-school, sponsored programs or activities, portable music and entertainment systems may be turned on and used in a manner that is aligned to the Chancellor's Discipline Code and does not pose a safety risk during sustained activity (shooting a film, playing intramural sports, using the stairwell, etc.)

**E. Confiscation and return of electronic items**

- If a student uses an electronic device in violation of school policy in a manner that causes disruption to the classroom instruction or school activities or programs, staff should direct the student to comply with the school rules and put the device away. If the student refuses to comply with this directive, the staff member should follow established protocols for requesting assistance so that the phone will be confiscated and placed in a secured location. The parent will be notified and an incident report will be filed. Refusal to comply with a confiscation request will result in a parent conference in which confiscation terms are agreed to.

**F. 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, Respect for All, The Cinema School electronics 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 DOE's Discipline Code.

**G. Responsibility**

- The Cinema School is not responsible for the loss or theft or damage of cell phones, computing devices, and portable music and entertainment systems.

**Chancellor's Regulation A-413:** <http://schools.nyc.gov/NR/rdonlyres/8C04CC15-F156-4578-9775-53B98638D650/0/A413Final22615.pdf>

**Chancellor's Discipline Code:** <http://schools.nyc.gov/NR/rdonlyres/188AF3E2-F12B-4754-8471-F2EFB344AE2B/0/DiscCodebooklet2013final.pdf>

**Internet Acceptable Use and Safety Policy (ISUSP):** <http://schools.nyc.gov/RulesPolicies/InternetAcceptableUse/default.htm>