



THE PHYLLIS WHEATLEY SCHOOL P.S. 328

We Believe It. We Achieve It!

330 Alabama Avenue- Brooklyn, NY 11207

(P) 718.345.9393 (F) 718.345.6566

Mr. Christian Pierre - Acting *Principal* - Ms. Carla Torres- *Assistant Principal*



CELL PHONE/ELECTRONIC DEVICE POLICY

Public School 328—Revised Cell-Phone and Electronic Device Policy

Effective September 1 2025 (aligned with NYS Education Law §2803 and Chancellor's Regulation A-413)

Dear families,

New York's new **distraction-free schools law** (Education Law § 2803) requires all schools to adopt policies that prohibit students' use of **personal internet-enabled devices** (smartphones, tablets, smartwatches, etc.) during the entire school day. The policy below replaces our prior cell-phone rules and reflects the July 24 2025 revision of **Chancellor's Regulation A-413**. Its goal is to create a safe, focused learning environment while still providing appropriate access to technology.

1 Definitions

- **Internet-enabled electronic device:** any device capable of connecting to the Internet (e.g., smartphones, tablets, laptops, smartwatches, portable game consoles, MP3 players with internet access).
- **Non-internet-enabled device:** devices with no internet connectivity, such as basic cell phones that only call and text.
- **School day:** the entire instructional day, including all classes, homeroom, lunch, recess, study halls, detention, in-school suspension and passing periods.
- **School grounds:** all buildings and outdoor areas within the school property.

2 General rules

1. **Storage bins in every classroom:** Your child is welcome to bring a phone or other device to school however, when students arrive, teachers and paraprofessionals will help them place phones and other devices into a **secure storage bin** in the classroom. Devices stay in the bin for the day and are returned at dismissal. This simple routine helps everyone focus on learning and ensures devices are safe.
2. **Students with approved early dismissal** will have their cell phone returned to them before they are sent to the main office.



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3. **School-provided and basic devices:** We will continue to provide laptops or tablets for classroom activities. Devices that are part of a student's IEP or 504 plan, or needed for a specific lesson, are always allowed.
4. **No devices during tests, drills or private spaces:** Personal devices may not be used during quizzes, state exams, fire drills, emergency preparedness drills, or in locker rooms and bathrooms. They are to remain in the storage bin.

3 Exceptions and permitted use

The following are the **only** circumstances under which a student may use a personal internet-enabled device during the school day:

1. **Educational purpose:** Authorized by the principal or designee for a specific instructional activity when no school-issued device is available. E.g. laptop use during a computer-based assessment.
2. **Health and medical needs:** Necessary for the management of a health condition (e.g., monitoring blood glucose or using a medical app) as documented by a licensed medical provider and reviewed by the Office of School Health.
3. **Student caregiver responsibilities:** Approved on a case-by-case basis by a school psychologist, social worker or counselor for students who are routinely responsible for the care of a family member.
4. **Legally required accommodations:** When required by an Individualized Education Program (IEP) or Section 504 plan, or as otherwise required by law.
5. **Emergency or translation:** In an individual student emergency where the parent has notified the principal of the situation, or for translation/interpretation if other means are not available.

All other use of personal internet-enabled devices during the school day is prohibited.

4 Emergency Communications

We know it's important to stay connected. Please **do not call or text your child's personal phone** during school hours—phones are turned off and stored in the classroom bin. Instead, if you need to get a message to your child:

- **Call the main office:** You may also contact the main office, and our staff will be happy to assist. (The office phone number remains unchanged; please see our school website for contact details.)
- **Call our parent coordinator, Breea Ellison:** Breea is available throughout the school day and can deliver urgent messages to students. Her direct number is **(929) 617-0131**.



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- **In case of emergency or exigent circumstances**, the school will use **[GAMA and Clasdojo to communicate information to parents or guardians.**
- **Here is how parents/guardians can access the automated messaging system:** For GAMA you can follow directions to set up a NYSCA account here: <https://www.schools.nyc.gov/setup-guide>. For Clasdojo you can follow directions to set up an account here: [DOJO Setup](#)

These methods ensure that messages are handled quickly while keeping our classrooms distraction-free. At the start of each school year we will send home a reminder with all contact options.

5 Discipline and confiscation

1. **Progressive discipline:** Students who violate this policy are subject to progressive discipline in accordance with the DOE Discipline Code and the Internet Acceptable Use and Safety Policy. Students **will not be suspended** solely for accessing a personal internet-enabled device.
2. **Confiscation:** A staff member may confiscate a device used in violation of this policy.
 - **First violation:** The device will be held until the end of the school day and returned to the student after a parent/guardian is notified.
 - **Repeated violations:** The device will be held until a parent/guardian meets with an administrator to retrieve it.
 - The principal or designee must contact the student's parent/guardian when a device is confiscated, and the storage and return of the device will follow the procedures outlined in this policy.

6 Implementation and review

- **Policy development:** This policy was developed in consultation with staff, parents and students and will be reviewed annually in accordance with DOE guidance.
- **Communication:** The policy will be distributed to families and staff each fall and posted on the school website. Significant revisions will be communicated promptly.
- **Storage plan for first day:** Our classrooms already have secure **storage bins** and teachers and paraprofessionals have a simple routine for collecting and returning devices. We will



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review this routine with students on the first day of school and anytime new students join.

7 Other: If Lost or Stolen

- In the unlikely event that an electronic device is stolen or damaged at school, parents can submit a claim to the Comptroller's Office. More information on submitting a claim is available on the Comptroller's webpage.

Thank you for working with us to support a focused learning environment. Please contact the school office with questions about this policy.

Please return this tear off to your child's teacher, no later than September 20, 2025.

Child's Name _____ Class _____

I have read the above cell phone policy and shared it with my child. Further, I understand that PS 328 is neither responsible nor liable for those items brought to school if they are stolen, lost, misplaced or broken.

Parent Name _____ Date _____

Parent Signature _____