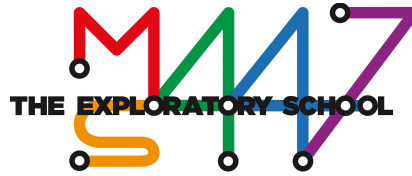


MS447 Cellphone Policy: To Keep at Home for Reference



MS 447 has created a phone-free space to improve teaching and learning. We are committed to building an educational and social environment that optimizes our interactions, relationships, and community.

To that end, all MS 447 students will place their cellphones, smartwatches, and wireless headphones, and any other internet-enabled devices into a locking pouch at the beginning of each day. Students will carry their pouch with them and unlock the pouch at the end of the day. Students are responsible for bringing their pouch to school every day. Students must have their device off and away for the entirety of the time they are in school (8:10 a.m. - 5:30 p.m.) or on class trips outside of school. Students staying for office hours or after school activities must adhere to this device-free policy. This policy is also posted on our website (ms447.org).

If...	Then...
If you forget to bring your pouch for the day	We will collect your cellphone/earbuds/smartwatch and school staff will call home to remind your parent/guardian of the policy. Your items will be returned to you upon dismissal from the building. Students may not have access to their devices when they are in the building between 8:10 a.m. - 5:30 p.m., or on class trips outside of school.
If your cellphone makes noises during the school day inside the pouch	School staff will arrange a way for you to unlock your pouch and silence or power down your phone.
If your cellphone/earbuds/smartwatch is out of the pouch during the school day (first time)	School staff will collect the cellphone/earbuds/smartwatch and pouch for the remainder of the day. Your items will be returned to you at dismissal. The staff member who collected the phone will contact home.
If your cellphone/earbuds/smartwatch is out of the pouch and it has already been previously confiscated by school staff	School staff will collect the cellphone/earbuds/smartwatch and pouch and call home for a Parent Pickup .
If you consistently forget your pouch	It is considered lost and you will be given a replacement pouch and your parents will be notified.
If you lose your pouch after the second replacement	A parent meeting will be held and you will be responsible for paying a \$5 replacement fee before receiving a new pouch
If you damage the pouch (Examples of damages include but are not limited to ripped, cut, torn, clear signs of damage to black button on flap)	School staff will collect the cellphone/earbuds/smartwatch and pouch and call home for a Parent Pickup .
If my device has been reported stolen or damaged	Parents can submit a claim to the Comptroller's Office using this link .
I have to contact my parents during the school day	Go to the main office and you may use the landline.
My parents have to contact me during the school day	If it's <u>not</u> an emergency , your parents should wait until the end of the day to contact you on your cell phone. If it <u>is</u> an emergency , your parents should call the school phone number (718-330-9328) and we will get you a message or have you speak to them from the main office..

If you arrive late to school	When you enter the building, pouch your phone. Then go to the office for a late pass.
If you get picked up early from school	You can unlock your pouch in the main office when you meet your parent/guardian.
If there is an emergency at school	We will first get everyone to safety, following established safety protocols, and then have an opportunity to unlock pouches. We will also update families using the DOE school messaging tool (GAMA), which you can access via text and email. Please make sure that your contact information is up to date in your New York City Schools Account (NYCSA).
If you use a smart device for medical purposes, or have assistive technology as part of an IEP or 504	Accommodations will be made for you to have access to the device. Please contact the counselor on your child's grade to arrange the appropriate accommodation. Please expect the accommodation to be made within 24 hours of your request.