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LEADERSHIP * RELATIONSHIP * CITIZENSHIP * SCHOLARSHIP

**SCHOOL-BASED POLICY OF Queens Metropolitan High School
FOR USE OF CELL PHONES, COMPUTING DEVICES, AND PORTABLE MUSIC AND
ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY**

As per Chancellor's Regs A 413 (Cell phones) 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, and Nintendo DS.

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

- Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test or NYS examination.
- 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.
- Use of cell phones, computing devices, portable music and entertainment systems and other electronic devices during the administration of state standardized examinations is governed by State Education Department Rules.
- 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.
- Cell phones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms or in the halls during passing.

B. Cell phones, computing systems, portable music and entertainment systems may be used as set forth below as consistent with Regulation A-413.

During the school day:

- Cell phones may not be turned on with explicit approval of the teacher for instructional and educational purposes.
- Cell phones **may be used** during the following non-instructional times of the school day:

***Green Zones (Cafeterias)
After school clubs and activities.***

Students may use their cell phones to listen to music while wearing headphones; to access photos, email and or apps for educational purposes only. Students may not use cell phones to text, make outgoing calls, and take pictures and/or video.

E. Confiscation and return of electronic items

Queens Metropolitan HS reserves the right to confiscate a cell phone when the cell phone policy is violated. The following measures may be taken if and when a cell phone or other device is improperly used.

- Cell phones and personal electronic devices are permitted on school property; however they are not to be displayed at any time during the school day. This includes listening to music, playing video games, making or receiving phone calls/text's or use of social media.
- If a student is discovered using a cell phone, Ipad, or any electronic device, a faculty/staff member will refer the student to the dean's office via Skedula. A dean will respond to the referral and follow up accordingly.

1st Offense: Behavioral Referral that will result in a Verbal Warning from the Dean's Office and confiscation of the electronic device. A parent/guardian will be asked to pick up the device from the Dean's office.

2nd Offense: Behavioral Referral that will result in a detention and confiscation of the electronic device. A parent/guardian will be asked to pick up the device from the Dean's office.

3rd Offense: Behavioral Referral that will result in a Parent Meeting, two days of detention and confiscation of the electronic device. A parent/guardian will be asked to pick up the device from the Dean's office.

4th Offense: Behavioral Referral that may result in a Pre Suspension Meeting with a possible Principal's Suspension and confiscation of the electronic device. A parent/guardian will be asked to pick up the device from the Dean's office.

Students should not be wearing headphones around their necks or in their ears.

Headphones will be confiscated as well.

F. Discipline

School-based policies must state that 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, the school's 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 Discipline Code.