

DRAFT 07.2025

STUDENTS

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## STUDENT USE OF PERSONAL INTERNET ENABLED DEVICES ~~CELL PHONE POLICY~~

### I. Statement of Policy

The New Hartford Central School District (the "District") is committed to providing a safe and productive learning environment for both students and educators. To support this goal, it is essential to maintain spaces that encourage sustained attention and a strong focus on learning and instruction. The use and possession of Internet-Enabled Devices during the school day can create significant distractions and interfere with students' ability to learn and engage meaningfully with teachers, staff, and peers.

### II. Definitions

- A. Internet-Enabled Device – any smartphone, tablet, smartwatch or other device capable of connection to the internet and enabling the user to access content on the internet, including social media applications, but not to include any such device supplied by the District for educational purposes. “Cell phone and wireless communication devices” (hereinafter referred to as “cell phones”) shall be defined to include portable two-way telecommunication devices, including but not limited to, cellular phones, walkie-talkies, personal digital assistants (PDA), pagers, wearable technology (smartwatches, earbuds, etc.), and other hand-held computing devices (when such is being used as a communication device). This definition will also include any new device developed for communicating, texting, picture taking or similar purposes. Excluded from this definition is any device with communication capabilities that has been approved for instructional purposes.
- B. ~~“Other electronic devices” include items such as hand-held games, MP3 players, digital cameras, etc.~~

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- C. ~~“Instructional Day” at the Senior High School shall include, but is not limited to, structured (classes) or non-structured (study halls, library, computer room, time between classes, assemblies) activity that occurs during the school day.~~
- B. “School Day” the entire instructional day, during all instructional and non-instructional time, including but not limited to homework periods, lunch, recess, study halls, library, computer room, and passing times. ~~at the Junior High School includes the hours from 7:30 AM to 2:20 PM~~
- C. “School Grounds” in or on or within any building, structure, athletic playing field, playground, or land contained within the real property boundary line of a district elementary, intermediate, junior high, vocational, or high school, a charter school, or a board of cooperative educational services facility. ~~“Premises” shall include, but is not limited to, school property, school buses/vehicles, and/or any locations where school sponsored/supervised events may be taking place.~~

~~Unless specified, the policy applies to all buildings in the District.~~

III. Prohibition of Internet-Enabled Devices in School

The use of Internet-Enabled Devices by students during the school day anywhere on school grounds is prohibited.

**IV. Prohibition of Other Electronic Devices in School**

**“Other electronic devices” include items such as hand-held games, MP3 players, digital cameras, wireless earbuds/headphones, smart glasses, etc. The use of such devices by students during the school day anywhere on school grounds is prohibited.**

**V. School District Responsibility**

Students shall be personally and solely responsible for the security of their Internet-Enabled Devices ~~cell phones~~. The District shall not assume any responsibility for theft, loss, or damage of a device ~~cell phone~~ ~~or for any unauthorized calls made on a cell phone.~~

**~~V. New Hartford High School Possession/Use of Cell Phones~~**

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~~The use of cell phones on school grounds is permitted before school, during a student's scheduled lunch period, and after school only, provided such use does not create a disturbance or disruption and according to the policy.~~

~~V. Perry Junior High School Possession/Use of Cell Phones~~

~~— The use of cell phones on school grounds is permitted only after 2:20 in the main foyer of the building.~~

VI. **Senior High School & Junior High School** Additional Possession/Use of Internet-Enabled Devices ~~Cell Phones~~ Guidelines

Internet-Enabled Devices ~~Cell phones~~ must be kept off and in the student's locker during the ~~instructional day (HS) or school day (JHS)~~ except as allowed in terms of policy.

~~B. Cell phones are not permitted in the classroom at any time.~~

~~C. All cell phone usage is prohibited in the hallways, restrooms, locker rooms, and shower facilities during the instructional day.~~

~~D. Cell phone usage by students while riding to and from school on a bus, or on a bus during school-sponsored activities is generally allowed. However, distracting behavior that creates an unsafe environment will not be tolerated and, therefore, the cell phone may be confiscated at the discretion of the bus driver and/or the staff member in charge.~~

~~E. Cell phones may only be used on school sidewalks or school fields, as long as they do not create a distraction or disruption.~~

~~F. Parent(s)/Guardian(s) who need to contact their child/ren who have cell phones should remind them to turn the cell phone off during school hours, and check for messages during their scheduled lunch period (HS only) or after school is dismissed (JHS-Main Foyer) as allowed in terms of policy.~~

~~G. Students who need to make calls during instructional periods should obtain permission to utilize the phones located in the main office (JHS & HS).~~

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- H. ~~If there is an emergency situation where the parent or legal guardian needs to contact their child/ren, they are to contact the school's main office, and staff will assist in contacting their child/ren.~~
- I. ~~The use of a cell phone by a student to take, store, or transmit photos, video, or digital images of any kind is not allowed at any time on school premises during the instructional day (HS) or school day (JHS), without prior approval.~~
- J. ~~The use of a camera in restrooms, showers or locker rooms is not allowed at any time by anyone.~~

VII. **New Hartford Elementary Schools Possession/Use of Internet-Enabled Devices Cell Phones**

- A. Students are not allowed to possess Internet-Enabled Devices ~~cell phone or other electronic devices~~ on school grounds during the school day in school or on school buses.
- B. Using an Internet-Enabled Device ~~cell phone or other electronic device in school on school grounds during the school day~~ or on school buses will result in disciplinary measures. ~~described below including In-School Suspension.~~

## VIII. Student Discipline

- A. If a student is found using or possessing an Internet-Enabled Device ~~cell phone~~ when prohibited according to the policy, the faculty or staff member will confiscate the Internet-Enabled Device. ~~cell phone or electronic device.~~
- B. Use of an Internet-Enabled Device ~~cell phone~~ in violation of policy will result in disciplinary action in accordance with the Code of Conduct.
- C. The faculty or staff member will deliver the Internet-Enabled Device ~~cell phone~~ to the main office by the end of the school day. The faculty or staff member will attach the following written information to the device cell phone when delivering the device: *Student's Name, Faculty or Staff Member's Name, Reason for and Date/Time of Confiscation.*

IX. Exceptions

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- A. This Policy is not violated when students are authorized to use an Internet-Enabled Device in the following situations(s):
1. The student has been authorized by a teacher ~~and or~~ Building Principal or the District to use an Internet-Enabled Device for educational purposes during instructional time **that cannot be fulfilled using a school-issued internet-enabled device;**
  2. Where the use is necessary to manage the student's medical condition;
  3. In the event of an emergency;
  4. Where the use of an Internet-Enabled Device is part of the student's Individual Education Plan (IEP) or 504 Plan;
  5. Where it is needed for translation purposes;
  6. On a case-by-case basis, upon review and determination by a school psychologist, school social worker, or school counselor, for a student care caregiver who is routinely responsible for the care and wellbeing of a family member; or
  7. Where otherwise required by law.
- B. Parents/guardians may request an exception for their child(ren) to use Internet-Enabled Devices during the school day as listed above. Requests must be made to the Building Principal.
- C. ~~Students are authorized to have access to simple cellphones (i.e., phones without internet capability or access), provided such devices do not cause disruption to the school environment.~~ Internet-Enabled Devices ~~Devices~~ that have been provided to students for classroom instruction, such as laptops or tablets used as part of instruction, are also authorized for students to access.
- D. It is not a violation of this Policy for a student to leave an Internet-Enabled Device in a locked vehicle during the school day or during school activities.

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E. It is not a violation of this policy for a student who is leaving and/or returning to school during the school day to retrieve and/or return their Internet-Enabled Device from/to their storage location. However, the device may not be used while on school grounds.

X. Contact During the School Day

Parents/Guardians may contact their child(ren) during the school day in the following manner:

- Contact the ~~Principal's~~ Main Office **or Counseling Office.**
- Contact the Nurse's Office **for** calls related to a student's **medical** ~~medial~~ needs.
- ~~Contact the Counselor's Office.~~

XI. Required Notifications

- A. This Policy is available on the District website.
- B. The District shall provide a translation of this Policy upon request of a student or parent/guardian in accordance with law.
- C. Parents/guardians will be notified in writing of the methods they can use to contact their child(ren) during the school day, as outlined in Section IX of this Policy. This notification will occur at the beginning of each school year and upon enrollment.

XII. On September 1, 2026, and every September 1 thereafter, the District shall publish, on its website, an annual report that details the enforcement of this Policy during the prior school year. This report must include:

- A. Non-identifiable demographic data of students who have faced disciplinary action for non-compliance with this Policy.
- B. An analysis of any demographic disparities in enforcement.
- C. If a statistically significant disparate enforcement impact is identified, such report shall include a mitigation action plan.

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New Hartford Central School District

Legal Ref: NYS Education Law §2803

Policy Ref: 1010, Code of Conduct

7101, Internet Safety Policy

7102, Purpose, Use and Administration of District Digital

Information Systems

Adopted: 07/07/09

Revised: 07/07/10, 07/02/24, 08/20/24, \_\_\_\_\_

Reviewed: 01/12/16