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## William E. Grady High School Cell Phone & Electronic Device Policy

Dear Grady Families:

To create an environment conducive to learning by minimizing distractions caused by cell phones and other personal internet-enabled electronic devices, ensure the safety and focus of all students during school the school day, and follow Education Law §2803, effective August 1, 2025, all New York State schools are required to adopt a policy that prohibits the use of personal internet-enabled devices during the school day on school grounds. An "internet-enabled electronic device" is defined as an electronic device capable of connecting to the internet and enabling the user to access content on the internet. Examples of such devices include cell phones, smartphones, smartwatches, laptops, tablets, iPads, and portable music and entertainment systems.

Students will not be permitted to use or access their personal internet-enabled electronic devices upon arrival at school until the end of the school day. The school day is defined as the period from the moment students enter the school building until the last class of the day ends, including during lunch. The school day starts at 8:00 a.m. and ends at 2:20 (8<sup>th</sup> period) or 3:05 (9<sup>th</sup> period). Students will be able to use school/NYCPS-issued devices during the school day.

### **Collection Protocol:**

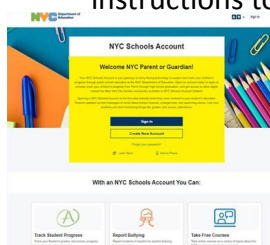
For the 2025-26 school year, we will be implementing a collection and storage protocol for cell phones, smartphones and smartwatches as follows (Note: No laptops, tablets, iPads, or portable music and entertainment systems are allowed):

1. A designated collection point, supervised by staff members, will be set up by the student entrance to the building, during morning entry. If students arrive after this window, deans will collect their devices at late entry.
2. Upon arrival, students must power off their cell phones and accompanying devices, place them in their padded phone pouch, and secure the pouch in front of school staff. Students will receive a pouch with their name on it at the beginning of the school year. The pouch will protect the devices. Students who lose their pouch will be required to purchase a new one.
3. Students will place their pouched devices in a bin with their last period teacher's name. Students should memorize their schedules as it is not available to them on their phones, or keep a paper copy.
4. If a student has difficulty handing in their device, a guidance counselor will meet with the student and contact parent or guardian if necessary.

5. Devices will be stored in locked and secure cages and at the end of the school day, devices will be distributed by teachers in the last class period of the day.
6. Deans will deliver the cell phone bins to classrooms during 8<sup>th</sup> and 9<sup>th</sup> period.
7. Teachers will distribute the phones to the students at the last five minutes of the period.
8. In the event that the pouch is lost or damaged, the school will require a nominal charge for a new pouch.
9. Students with approved early dismissal will retrieve their devices in the Dean's Office located in Room 220.

### **Emergency Communications:**

- In case of emergency or exigent circumstances, parents or guardians can call any of the following staff members to reach their child:
  - Main Switchboard: 718-332-5000, Extension 0
  - Dean's Office: 718-332-5000, Mr. Caligara, Mr. Rose or Mr. Santiago in room 220 (Extensions 2200, 2201, 2202, 2203 and 2204)
  - Ms. Fischetti, School Aide, Room 140 (718-332-5000, Extension 1403)
  - Ms. Matone, Parent Coordinator, Room 135 (718-332-5000, Extension 1350)
  - AP's and Principal's Offices (Rooms 140, 142, 147, 242, and 315, Extensions 1401, 1420, 1450, 2420, and 3151)
- In case of emergency or exigent circumstances, students may call parents or guardians from any of the following locations:
  - Dean's Office: Room 220
  - Ms. Matone, Parent Coordinator, Room 135
  - AP's and Principal's Offices (Rooms 140, 142, 147, 242, and 315)
  - Guidance Offices (Rooms 135A, 138, 325 and 340)
  - Any other office not listed above.
- In case of emergency or exigent circumstances, the school will use GAMA to communicate information to parents or guardians.
  - a. Here is how parents/guardians can access the automated messaging system (GAMA): **Parents:** In order for you to be aware of the progress your child is making, the DOE created a NYC Schools Account (NYCSA) portal for you to use. If you have not signed up for this account, please do so immediately! Follow these instructions to do so: **Guardian Name:**



A) Visit <https://www.schoolsaccount.nyc/> and select the "Create New Account" link found on the login page.

B) Enter your name, email address, and cell phone number to begin receiving notifications. You can create a basic account

without an account creation code, but to link your child to the account, you will need the code.

C) Select "Validate Email" after you have entered your contact information. Keep this page open.

D) Open your email to get the validation number. Enter the number into the "Validate Email" page.

E) Proceed to create your password.

F) Proceed to create your account security questions.

G) Enter the unique Account Creation Code, which is specific to you and your child:

H) Select "Create Account"

**\*\*NOTE: IF YOU NEED ASSISTANCE, REACH OUT TO MS. MATONE (PARENT COORDINATOR) AT [SMATONE@SCHOOLS.NYC.GOV](mailto:SMATONE@SCHOOLS.NYC.GOV) FOR HELP**

- b. Additionally, please ensure that contact information is accurate and up to date. Contact the school during the first week of classes to ensure that the information on file is accurate.

#### **Exceptions:**

- Students are allowed to use their device if they have an individualized education program (IEP) or 504 Plan that includes use of an internet-enabled device and do not have a DOE-issued device for such purpose.
- Parents/guardians must contact Ms. Leitzsey at 718-332-5000, or [Nleitzsey@schools.nyc.gov](mailto:Nleitzsey@schools.nyc.gov), if a student requires an exception for reasons such as: medical reasons (for example to monitor blood sugar or other similar circumstances), if student is a caregiver, for approved language purposes (such as translation or interpretation services if no other means are available), or where otherwise required by law.
- Exceptions will be processed and approved on a case-by-case basis within one week of receiving the request and supporting documentation.

#### **Discipline:**

- Students who use electronic devices in violation of the NYCPS Discipline Code, the school's policy, Chancellor's Regulation A-413, and/or the NYCPS Internet Acceptable Use and Safety Policy ("IAUSP") will be subject to progressive discipline. This means that the disciplinary responses will escalate based on the nature and frequency of the violation. This includes, but is not limited to intervention by school administration, parent/guardian outreach or meeting, guidance intervention or after-school detention. As provided in the State law, a student may not be suspended solely on the grounds that the student accessed a personal internet-enabled device in violation of school policy.



- The first offense will result in a phone conference with the parent/guardian.
- The second offense will result in a phone conference with the parent/guardian and after-school detention.
- The third offense will result in confiscation of the device, only to be returned to the parent/guardian during an in-person meeting.
- Repeated incidents of insubordination (i.e. refusal to surrender or store device) **may** result in a suspension **if approved** by the Office of Safety and Youth Development.

**Additional Information:**

- The school is not responsible for lost, damaged, or stolen devices. In the unlikely event that an electronic device is lost, 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](#). If a student chooses to hide their device outside and not submit for collection, no claim can be made in the event of loss, theft or damage. If a device is lost, stolen or damaged, the student should report this to the Dean's Office or Ms. Ritchie, AP Security.
- If a student leaves the building early without permission, the device will not be returned to the student until the following day at the end of the 8<sup>th</sup> or 9<sup>th</sup> period class. A disciplinary report will be created in the NYCDOE OORS system, and the parent/guardian will be contacted. If a student repeatedly leaves the building early without permission, the device will only be returned to the parent or guardian during school hours.

We appreciate your cooperation in helping us maintain a focused and productive learning environment. If you have any questions or need further clarification regarding these policies, please do not hesitate to contact a member of the school administration or the Parent Coordinator at 718-332-5000, Extension 1350.

Sincerely,

Tarah Montalbano  
Principal