



Cultural Academy for the Arts & Sciences

Tilden Educational Campus

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"Providing equal access to success under an umbrella of support"

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CAAS Internet-Enabled Electronic Device Policy 2025 – 2026

This policy outlines the rules for possession, use, and storage of cell phones and other personal internet-enabled electronic devices at Cultural Academy for the Arts and Sciences (CAAS), to comply with [Chancellor's Regulation A-413](#) (updated 2025) and New York Education Law § 2803. This policy was developed in consultation with the School Leadership Team and will be reviewed annually with representatives from the SLT and PTA. (In effect, Fall 2025)

I. DEFINITIONS

- A. **Internet-enabled electronic device:** Any personal device that can access the internet such as smartphones/cell phones, tablets, laptops, smartwatches, etc.
- B. **Non-internet-enabled electronic device:** Devices without internet capability, e.g., simple calculators or music-only MP3 players.
- C. **School day:** The CAAS Internet-Enabled Electronic Device Policy applies 'bell to bell' for the entire instructional day, from 8:00 AM until 2:35 PM, this includes all transition periods and lunch.
- D. **School grounds:** CAAS building(s) and surrounding property.

II. PERMITTED DEVICES (WITH RESTRICTIONS)

- Students may bring the following devices to school, subject to the storage and usage rules outlined in this policy:
 - Cell phones/personal internet-enabled devices (smartphones, tablets, iPads, smartwatches, etc.) - **Will be stored upon entry; no use during school day except for approved exceptions (refer to section III & IV)**
 - School issued Laptops and other similar electronic computing devices - **Usage only as permitted by staff and for instructional purposes**
 - Portable music and entertainment systems (e.g., iPods, MP3 players, PSP, Nintendo DS) - **Usage only as permitted by staff; never during assessments, fire drills, or in bathrooms/locker rooms**

III. DOE POLICY & SCHOOL-BASED RULES

- Personal internet-enabled electronic devices (cellphones/smartphones, tablets, iPads, smartwatches, etc) **must be turned in** at designated collection points upon entry to school and will be securely stored until the end of the school day:
 - Devices are collected upon entry at the main entrance, tagged with student name/ID/8th period teacher, and sorted into bins labeled by each student's 8th period teacher. These bins are stored in a secure room monitored by administrative staff until they are distributed to 8th period teachers.
 - At dismissal (2:35 p.m.), devices are released back to students from their 8th period teacher. Students with approved early dismissal will retrieve their devices from storage with assistance from the parent coordinator, who will verify the early dismissal with the guardian and document the return.
- Students are not permitted to access or use personal internet-enabled electronic devices during the school day (including lunch and recess), unless specifically authorized under permitted exceptions below.
- Students may bring computing devices or non-internet-enabled electronic devices, non-internet-enabled electronic devices may only be used as permitted by staff and never during assessments, fire drills, or in bathrooms or locker rooms. School-issued internet-enabled devices may be used only as directed by staff and for instructional purposes.
- Students with an authorized exception may access their stored device during the day as needed and as arranged by school administration.

IV. EXCEPTIONS

Personal internet-enabled electronic devices may be permitted during the school day under the following circumstances (documentation may be required):

1. If authorized by the school for a specific educational purpose.
2. For medical reasons: As needed for monitoring a medical condition, upon review by the Office of School Health.
3. For student caregivers, after review and determination by a school psychologist, social worker, or counselor.
4. Where required by law.
5. As written into an IEP or 504 Plan** for medical or educational purposes, if a DOE-issued device is not yet secured.
6. Possible (school-determined) exceptions:
 - a. In the event of an individual student emergency (parent must request approval from administration).
 - b. For translation or interpretation services, if alternative means, are unavailable.

c. Process for obtaining an exception:

Parents/guardians or students requesting an exception must submit a written request to the principal or designee, describing the specific reason by contacting the parent coordinator Ms. Steven at 718-968-6630. Appropriate documentation (e.g., medical note, IEP, 504 Plan) should be attached if relevant. The administration will review the request and notify the family/student in writing regarding approval or denial within (5) school days. Approved exceptions will be documented and staff notified.

V. STORAGE OF DEVICES

- Upon entry, all cell phones and internet-enabled electronic devices must be checked in at a designated, supervised area. Other permitted devices must be stored as directed by staff.
- Students with an authorized exception will be provided with timely access to their stored device. Students who require access to their device during the school day due to an approved exception (such as for a medical, IEP, or emergency need) must notify the main office or an administrator, who will facilitate temporary retrieval of the device as needed and log such access.
- **CULTURAL ACADEMY FOR THE ARTS AND SCIENCES is not responsible for lost, stolen, or damaged devices. Replacement of a lost or damaged CAAS-issued storage pouch will incur a nominal fee equivalent to replacement cost (not to exceed \$5):**
 - If a student believes their device was lost, stolen, or damaged within school grounds, they must immediately report the situation to the Dean or the main office. The student will be asked to complete a written incident report describing the circumstances. School staff will investigate where possible and provide written documentation of the report for the student/family's own records; however, **Cultural Academy for the Arts and Sciences does not assume responsibility for recovery or replacement of the device.**

VI. PARENT CONTACT & NOTIFICATION

- In case of emergency during the school day, parents may contact Mrs. Lopez or Ms. Alleyne at the main office at 718-968-6630 (**Designated Emergency Contact Number**), and the school will facilitate communication with the student.
- If a parent/guardian needs to deliver a critical message to their child, they may contact Mrs. Lopez or Ms. Alleyne at the main office at 718-968-6630 who will relay the message directly to the student in a timely fashion.
- In the event a student needs to contact their parent/guardian during the school day due to an emergency, they may request permission from staff to use a school phone located in the main office (Mrs. Lopez or Ms. Alleyne) or dean's office (Mr. Aleman). Staff will assist the student with connecting the call.
- Written notification of how to reach students in an emergency will be provided to parents each year and upon student enrollment.

VII. COMMUNICATION OF POLICY

- Written notification of how to reach students in an emergency will be provided to parents each year and upon student enrollment.
- CAAS uses GAMA and Remind to send automated messages and urgent communications to families via SMS message, Voice call and Email.
- Directions for setting up and accessing these systems are available on the school website, (<https://caas629.com/contact-us/>), in the annual Parent/Student Handbook, and via printed instructions distributed at the start of the school year.
- The policy will be posted on the school website, distributed by email, and sent home in print form to all families prior to the first day of school.
- This policy and all updates will be shared in writing with parents/guardians, students, staff at the start of each school year, and with all new enrollees.
- Written acknowledgment of receipt will be required from parents/guardians and staff.
- Any policy changes during the year will be promptly communicated to the school community.
- CAAS will ensure that this policy is maintained and updated on the school's website and that the most current version is always available online.

VIII. DISCIPLINE & PROGRESSIVE CONSEQUENCES

- Progressive discipline will be applied for violations of this policy or Regulation A-413, consistent with the [NYC DOE Discipline Code](#).
 - Progressive discipline includes, but is not limited to: verbal warning, parent notification, detention, and, only, if necessary, confiscation with parent pick-up required. All actions will be in accordance with the NYCPS Discipline Code.
- If an electronic device is confiscated for violation of this policy, the student's parent/guardian will be notified by school staff. Confiscated devices will be stored securely and returned to the student or parent at the end of the school day, unless circumstances warrant alternative arrangements communicated in writing.

IX. SHARED SPACES

- **No cell phones or internet-enabled electronic devices may be used, turned on, or visible in shared campus spaces (gymnasiums, cafeterias, hallways, bathrooms, or locker rooms), unless otherwise authorized.**

Questions about this policy may be directed to the CAAS main office 718-968-6630. The Cultural Academy for the Arts & Sciences is not responsible for lost, stolen, or damaged cell phones or electronic devices.