



BAY RIDGE ELEMENTARY SCHOOL FOR THE ARTS  
"CREATING ONE MASTERPIECE AT A TIME"

Public School 264  
371 89<sup>TH</sup> Street  
Brooklyn, New York 11209  
Telephone (718) 630-1650  
Fax (718) 630-1655

### **Cell Phone & Electronic Device Policy 2025-2026**

The purpose of the Cell Phone and Electronic Device Policy is 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 all cell phones that dial out and receive calls, use cellular data, smartphones, smartwatches, laptops, tablets, iPads, and portable music and entertainment systems.

At **Bay Ridge Elementary School for the ARTS**, we want all students to be engaged and feel safe every day. For this reason, the **School Leadership Team (SLT)** formed the following policy.

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 7:50 am and ends at 2:40 pm. If your child attends an afterschool program at PS 264 such as an extracurricular activity and/or Beacon program on school property cell phones will remain in their pouch until dismissal. Students will be able to use school/NYCPS-issued devices during the school day and during after school.

#### **1. COLLECTION/STORAGE**

- Upon arrival, students must turn off their devices.
  - Students will place their devices in pouches and secure it in front of school staff.

- Students will store their locked pouches in their school bags for the day.
- At the end of the school day, students will unlock their pouch at their designated location by their dismissal area.
- They will remove their device(s) and lock their pouches before leaving the school.
- Students with approved early dismissal will be able to unlock their pouch in the main office, please ask for the Parent Coordinator Ms. Bille.
- In the event that a storage device, such as a pouch, is lost or damaged, a new pouch will be purchased by the parent/guardian for \$15.00.

## 2. EMERGENCY COMMUNICATIONS

- In case of emergency or exigent circumstances, parents or guardians can call **Owlbert at 1 917 459 0815 or Ms. Gigi at 718 633 1650 Ext -1000**
- In case of emergency or exigent circumstances, students may access phones in Main Office to reach their parents or guardians.
- In case of emergency or exigent circumstances, the school will use GAMA and Class Dojo to communicate information to parents or guardians.
- In order for parents and guardians to receive communication from Gama, they must be signed up for their NYSCA account – Please see below for directions -

**Go to the NYC Schools Account website:** Navigate to

<https://www.schoolsaccount.nyc/>.

**Sign in:** Enter your email address and password associated with your NYSCA account.

**Create a new account:** If you don't have an account, click on "Create New Account".

**Follow the prompts:** You'll need to provide your child's student ID, an account creation code, your email address, and create a password.

**Get the account creation code:** Contact your child's school or visit the school's website for information on how to obtain the account creation code.

**Accessing the account:** Once logged in, you can view your child's academic information, attendance, grades, and more.

### 3. 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. Bolognino at 718 6301650 if a student requires an exception for reasons such as: medical monitoring/treatments (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.
- The principal/designee may authorize use for an educational purpose.
- Exceptions will be processed and approved within 48 hours

### 4. 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. 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. 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.

### 5. OTHER: If lost or stolen

- In the unlikely event that an electronic device is 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](#).

Family support is essential to the success of **Bay Ridge Elementary School for the ARTS** cell phone policy. Be sure to review the phone policy as a family. Consider:

- Proactively talking with your student about after school plans, lunch planning, appointments, or activities in advance of arrival to school.
- Reminding your student how they can reach family during school hours, and how you can reach them in case of an emergency through the school office.

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 Ms. Bolognino, Principal, at 718 630 1650.

Thank you for your continued support and cooperation in facilitating a safe and supportive learning environment.

Please let us know if you have any questions or concerns.

Respectfully,

*Marisa Bolognino*

Marisa Bolognino  
Principal