



**DEPARTMENT OF EDUCATION, CITY OF NEW YORK, DISTRICT 25**

**Adrien Block Intermediate School 25Q**

**34-65 192<sup>nd</sup> Street**

**Flushing, NY 11358**

**(718) 961-3480 FAX (718) 358-1563**

**Mohammed Rahman**, Principal I.A.

**Kayla DiMuro**, Assistant Principal

**Marlena Nadler**, Assistant Principal

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Dear Families:

New York State's Distraction-Free Schools Law requires public schools to have policies that limit student use of personal internet-connected devices during the school day, **which is from 8:00am to 2:20pm**. This also includes lunch periods. ***Our goal is to reduce distractions and support focused learning for all students.***

The following items are considered electronic devices under this policy:

- Cell phones
- Smartwatches and other wearable electronics
- Personal laptops, personal tablets, and personal iPads
- Headphones, AirPods, and other portable music or entertainment devices

At Adrien Block I.S. 25Q, we worked with our School Leadership Team to create a policy that supports student learning and well-being.

In line with the Chancellor's Regulations, students may bring electronic devices to school. However, these devices must stay out of sight and silent at all times inside the building. Students are expected to turn off their devices when they enter the school. Devices include wearable devices such as smart watches.

**To help maintain a focused learning environment, all students will receive a Faraday pouch to securely store their devices during the school day.**

**When students arrive at school and are entering the building:**

- They must place their devices in their assigned Faraday pouch right away.
- Students must show their Faraday pouch to a staff member at the door and then secure the pouch in their backpack or bag and keep their phone within the pouch and within their bag during the entire school day.

**Students may not use their phones at any time during the school day.** If you need to reach your child during the school day, please call the main office at 718-961-3480 (**hit 0**). You can call us in any language—please state the language you would like when one of our staff answers the phone.

**Lost or damaged pouches:**

- If a pouch is forgotten for the day, school staff will secure all student electronics within a secure electronic locker for the day, returning all electronics to the student at 2:30 PM.
- If a pouch is missing, damaged or lost, the family will be charged a \$15 fee to replace the pouch

Students who use electronic devices (including intentional damage of the pouches) 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 such as (but not limited to) the following progression:



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- A warning
- Confiscation of the device, returned at the end of the day
- Confiscation, returned after a parent conference
- Confiscation, returned after a behavior contract is signed
- Loss of the privilege to bring the device to school

The disciplinary response escalation will be 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 devices) **may** result in **further disciplinary actions** aligned with NYCPS Discipline Codes and next steps by the Office of Safety and Youth Development.

School trips and dismissal are part of the school day. Students must keep their devices in their pouch during these times. Any misuse/use of devices during trips or dismissal will result in a warning, followed by confiscation if needed.

**Importantly, in the event of a school emergency**, families will be contacted by the school, via email and NYCPS GAMA for information and updates. Circumstances and conditions pending, students may have access to their phones to communicate with their parents/guardian/family. Additionally, you may call the main office if you have questions or would like to speak with your child. **Parents do not need to register for the GAMA application.** The information from the GAMA applications is now available to families in their NYC Schools Account (NYCSA) Portal. **If you have not set up an NYC Schools Account please follow the instructions below:**

**Step 1: Go to the NYCSA Website**

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

**Step 2: Select “Create Account” (if new)**

- If you already have an account, click “Sign In” and skip to Part 2.

**Step 3: Enter Your Information**

- Provide your first and last name, email address, and a password.
- Check your email for a confirmation message and follow the link to verify.

**Step 4: Enter Student Information**

- Log in to NYCSA.
- Enter your child’s 9-digit Student ID (OSIS) and Account Creation Code
- Once connected, you’ll be able to view information about your child.



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**There are exceptions where a student may have access and use of their electronic devices throughout the normal school day.** The circumstances and conditions may include but are not limited to:

- Students that 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(s).
- Parents/guardians must **contact the school if a student requires an exception** for reasons such as: medical monitoring/treatments, if the 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 reviewed, processed, and approved within 5 to 10 school days.

IS 25Q's Electronics Policy will be available for your review on the school's website. If updates and changes are made, they will be shared with you via your email, backpacked letters, and the school website.

Kindly review this policy with your child to make sure they understand it. If you have questions, please contact IS 25Q at 718-961-3480. After reviewing, please return the signed tear-off portion to your child's teacher. Thank you for your support.

Sincerely,

Mohammed Rahman  
Principal, I.A.



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## **Frequently Asked Questions**

**1. Will my child's phone be safe during the school day?**

- 1.1. Yes. Students retain possession of their phones throughout the school day. Devices are placed in a Faraday pouch, which remains in the student's backpack or locker. We advise students to store their pouches in a secure location to prevent damage or loss.

**2. What if the Faraday pouch is damaged or lost?** The Faraday pouch is the property of IS 25Q. If a pouch is damaged or lost, the following policy applies:

- 2.1. **First incident:** Family is notified. A \$15 replacement fee is required. The student receives a new pouch.
- 2.2. **Second incident:** Family is notified. A \$20 replacement fee is required. The student receives a new pouch.
- 2.3. **Third incident:** Family is notified. The student must check in their device each morning and retrieve it from a secure locker at 2:30 PM daily.
- 2.3.1. ***Note:** Damage includes any signs that the physical integrity of the pouch has been compromised, whether intentional or unintentional, as determined by the school or our distributor.*

**3. What happens if a student is found using their phone during the school day?**

- 3.1. **First incident:** Device is confiscated. The family is notified. The student picks up the device at the end of the day.
- 3.2. **Second incident:** Device is confiscated. The family is notified. The student serves after-school detention within 24 hours. The device must be turned in to the dean on the day of detention and picked up afterward.
- 3.3. **Third incident and beyond:** Device is confiscated. The family is notified. The proceeding disciplinary response escalation will be based on the nature and frequency of the violation (which may include after-school detention, parent meeting, device delivery directly to parent/guardian, etc).



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**ACKNOWLEDGEMENT**

I have read the IS 25Q Electronic Devices Policy and understand the consequences for violation of the electronic device policy. I also understand the school or school staff is not responsible for loss, damage or theft of any personal electronic device my child may bring to the school.

\_\_\_\_\_  
**Child's Name**

\_\_\_\_\_  
**Class**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Guardian's Name (Print)**

\_\_\_\_\_  
**Guardian's Signature**