



New York City Department of Education  
**The High School of Applied Communication**

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**SCHOOL-BASED POLICY OF HIGH SCHOOL OF APPLIED COMMUNICATION FOR USE OF CELL PHONES, COMPUTING DEVICES, AND PORTABLE MUSIC AND ENTERTAINMENT SYSTEMS ON SCHOOL PROPERTY**

Students are permitted to bring the following electronic items to school: 1) cell phones; 2) laptops, tablets, iPads and other similar computing devices ("computing devices"); and 3) portable music and entertainment systems, such as iPods, MP3 players, PSP, and Nintendo DS.

**A. The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the conditions below.**

1. Cell phones and portable music and entertainment systems may not be turned on or used during the administration of any school quiz, test, or examination.
2. Computing devices may not be turned on or used during the administration of any school quiz, test or examination, except where such use has been explicitly authorized by the school or is contained in an Individualized Education Program or Section 504 Accommodation Plan.
3. Cell phones, computing devices, and portable music and entertainment systems may not be turned on or used during school fire drills or other emergency preparedness exercises.
4. Cell phones, computing devices, and portable music and entertainment systems may not be used in locker rooms or bathrooms.
5. Students who use cell phones, computing devices, and/or portable music and entertainment systems in violation of any provision of the DOE's Discipline Code, the school's policy, Chancellor's regulation A-413, and/or the DOE's Internet Acceptable Use and Safety Policy ("IAUSP") will be subject to discipline in accordance with the guidance interventions and disciplinary responses set forth in the Discipline Code.

B. **Cell phones may be used as set forth below.**

1. During the school day:

- Cell phones may not be turned on or used during instructional time, except for instructional and educational purposes with the explicit approval of the teacher.
- Cell phones may be used during the following non-instructional times of the school day:
  - LUNCH in the following designated areas: CAFETERIA **ONLY.**

2. During after-school, school-sponsored programs or activities:

- Cell phones may not be used during after-school or school-sponsored programs or activities without the explicit approval of the supervising staff member.

C. **Computing devices may be used as set forth below**

1. During the school day:

- Computing systems may be turned on and used only during instructional time for instructional and educational purposes
- Computing devices may be used during the following non-instructional times of the school day:
  - LUNCH in the following designated areas: CAFETERIA **ONLY.**

2. During after-school, school-sponsored programs or activities:

- Computing systems may not be used during after-school or school-sponsored programs or activities without the explicit approval of the supervising staff member.

D. **Portable music and entertainment systems may be used as set forth below**

- Portable music devices and entertainment systems may not be turned on or used while on school property.

E. **Confiscation and return of electronic items**

Failure to follow the school policy on use of electronic devices may result in disciplinary action. Such measures may include, but are not limited to:

- warnings
- confiscation of item and return at end of school day
- confiscation of item and return following parent conference and student entering into behavioral contract
- revocation of privilege to bring item to school.

F. **Personal Responsibility**

Please note that High School of Applied Communication is not responsible for lost or damaged electronic devices.