

Subject: Distraction Free Technology Policy
Date Issued: 7/28/2025

This document outlines Broome Street Academy Charter High School's (BSACH) 2025-2026 Distraction Free Technology Policy.

Student Electronic Device Policy

At BSACH, all required electronic devices essential to a student's academic success will be provided by the school. School-issued laptops and other technology are intended solely for academic use and must only be used as directed by BSACH staff.

Personal Internet – Enabled Electronic Devices

A personal internet-enabled device is any electronic device not issued BSACH that can connect to the internet, allowing the user to access content online. Examples of these personal devices include:

- Communication Devices, such as cell phones, smartphones, and smartwatches.
- Computing Devices, such as laptops, tablets, and iPads.
- Portable music and entertainment systems, such as MP3 players and game consoles.

Collection & Return Process of Internet – Enabled Devices

At the beginning of each school day, student personal internet-enabled devices will be collected by a member of the Student Life Team and stored in a secure locked cabinet. Each device will be placed in a number slot and logged on the "Technology Collection" Form. The form will include the students first and last name, grade – level, slot number slot assigned, the signature of the student and the staff member collecting the internet – enabled devices.

At the end of day, the Student Life Team will distribute Internet – Enabled Devices, by grade – level, in the following locations:

- 9th | 10th Grade: Room 413
- 11th | 12th Grade: Room 213

Violation of the Distraction – Free Technology Policy

If a student uses their device without permission during the school day, they may be subject to progressive discipline in accordance with BSACH's progressive discipline policy. Students found in violation of the policy are subject to the following disciplinary actions:

I. First Infraction

- Confiscation by any staff or faculty member
- Phone secured in the main office
- Parent/guardian notified by Deans/Student Life Team and faculty
- Phone returned at the end of the day

II. Second Infraction

- Confiscation by staff, or by Student Life Team

- Phone secured in the main office
- Parent/guardian notified by Deans/Student Life Team and faculty
- Students receive disciplinary consequence (e.g., loss of outside lunch privileges for the day or following day)

III. **Third Infraction**

- Confiscation by staff, or by Student Life Team
- Phone secured in the main office
- Parent/guardian notified and required to meet with the Dean of Student Life or Director of Student Life
- Student receives elevated disciplinary actions, including:
 - Loss of outside lunch privileges for multiple days
 - Loss of trip or extracurricular privileges
 - In-school suspension (This consequence is used for students who have repeatedly violated the policy)
- Restorative project to be determined by the Director Student Life, Dean of Students, and Social Work staff

Students found in repeated violation of the policy or repeated refusal to surrender or store a personal device may result in an out-of-school suspension.

Permitted Use of Internet – Enabled Devices

The policy does not restrict the use of school-issued devices, such as laptops and Chromebooks, for their intended purpose. Students will continue to be able to use their BSACHS - issued devices for classwork and other in-school assignments.

In limited circumstances, students may be allowed to use their personal electronic devices for educational activities only when specifically directed by a BSACHS staff member and authorized by the principal/designee.

Parent/Caregiver Communication - Emergency Contact Information

Parents or caregivers who need to reach their child during the school day should contact the Main Office:

Phone: (212) 453-0295

Email: contactbsa@broomestreetacademy.org

In the event of a school emergency, Broome Street Academy Charter High School (BSACH) will communicate updates and important information through **ParentSquare** and ensure staff are available to respond to phone calls made to the school. When possible, students will be given access to the school's phone line to contact their parent or caregiver. Additionally, as soon as it is feasible, **internet-enabled devices** will be returned to students to support communication and access to information.

Policy Exceptions

- Any students with medical conditions that require the use of electronic devices to monitor them, such as glucose monitors for diabetes. In this case, parents should inform the school and provide any necessary documentation to ensure proper authorization and usage.



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212-453-0295 phone
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- For translation services, to assist students who need language support not currently provided by their school.
- If required by an Individualized Education Program (IEP) or 504 Plan.
- By student caregivers, on a case-by-case basis. The Director of Student Life, Dean of Students, or School Social worker will review and determine if exceptions may be granted for a student caregiver who is routinely responsible for the care and wellbeing of a family member. Principal/designee approval is required.
- In individual emergency situations, when the parent has notified school leadership of the specific nature of the emergency.
- Where otherwise required by the law. This includes situations where federal, state, or local laws mandate the use of such devices for specific purposes.

Broome Street Academy Charter High School and its staff are not responsible for lost, stolen, or damaged personal electronic devices—including cell phones, smartwatches, laptops, music devices, or any other items **not turned in during morning collection.**