



Cell Phone & Electronic Device Policy

1. Personal Electronic Devices may not be used anywhere on campus (333 W. 17th St.) from 8:00am - 2:50pm for all students in grades 9-12.
2. NYC Lab School for Collaborative Studies will provide magnetic sealing cases for the storage of small electronics. Students who need to bring larger electronic devices must provide their own storage pouch for such devices (laptop, tablet, gaming device, etc.) Backpacks are not an acceptable storage device for large electronic devices as per NYCPS policy.
3. School staff at entry scanning will monitor to ensure that all devices are in sealed cases.
4. Students will keep their sealed cases in their backpacks or lockers.
5. Staff members will unlock cases by the main entrance/exit at lunch time for students who are leaving the campus with parental permission for lunch. Students will show the locked cases when they return.
6. Students can unlock cases at 2:50 by the main entrance/exit or in the APs/Dean office (329) or Guidance Counselors' offices.
7. Students may contact parents/guardians as needed using school phones in the main office (324), AP/Dean's office (329), or in the offices of school counselors/social worker.
8. Students are never allowed to use cell phones or electronic devices in locker rooms, bathrooms, staircases, the auditorium, or outside of classrooms.
9. Cell phones, computing devices, portable music and entertainment systems may not be turned on or used during school evacuation drills or other emergency preparedness exercises.
10. Students may not record, film, photograph, stream or broadcast with personal electronic devices anywhere in the building or on school buses or school trips.
11. Use of cell phones or electronic devices for bullying, harassment or academic dishonesty may result in disciplinary action as specified by the NYCPS Discipline Code.
12. Cell phones and electronic devices used in violation of these policies will be confiscated.
 - *For the first offense students will be given a warning. (first 2 days of the school year only).*
 - *For a second offense, the device will be confiscated, held in room 329 for the remainder of the school day (including lunch) and parents will be contacted; confiscated devices will be returned to students at the end of the day in Room 329.*
 - *Students in violation of the policy a third time will have a disciplinary conference and be required to turn their devices in daily.*
13. Refusal to comply with the confiscation of any device is considered insubordination and will result in further disciplinary action, including possible suspension.
14. Students are responsible for maintaining the safety and security of their electronic devices while at school.
15. If a student's device is lost or stolen, they must notify the Dean, AP, or Principal, who will then:
 - Notify the family
 - File an incident report
 - Notify the New York City Police Department (NYPD) if theft or other criminal activity is suspected
 - Investigate the allegations and take appropriate disciplinary action in accordance with the NYCPS Discipline Code
16. Exceptions to this policy will be made for:
 - Documented medical reasons on a student's IEP or 504 plan
 - Documented accommodations on a student's IEP or 504 plan

- Specific instructional reasons with authorization from the school
- 17. In case of emergency, parents/guardians can contact our main office (Principal's Secretary and Parent Coordinator) by phone at 212-691-6119. Updated contact information for specific staff members may be found at: <https://www.nyclabschool.org/>

Personal Electronic devices include: Cell phones, smart watches, smart glasses, internet enabled wearables, video gaming devices, e-readers, tablets, laptops, digital communication devices, headphones, earpods, bluetooth speakers, bluetooth devices, and any other internet enabled electronic device.

(Revised September 2026 in consultation with SLT)