



"The more we know,  
the more we grow.  
**Together."**



# Public School 273Q

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Website: [www.ps273queens.org](http://www.ps273queens.org)  
Follow us on Instagram: [@ps273q\\_](https://www.instagram.com/ps273q_)

## Cell Phone and Electronic Device Policy

P.S. 273Q is committed to fostering a safe, respectful, and focused learning environment for our students. In compliance with New York State Education Law §2803, effective August 1, 2025, **all schools across the state** are required to implement a policy that **does not allow** the use of **personal internet-enabled electronic devices** during the school day on school grounds.

This policy was developed in collaboration with the P.S. 273Q administration and the School Leadership Team, with the goal of supporting a distraction-free, safe, and academically enriching school environment for all students.

### **What Families Need To Know:**

An "**internet-enabled electronic device**" is defined as any device capable of connecting to the internet and enabling the user to access online content. This includes, but is not limited to **personal**: cell phones, smartphones, wireless headphones, smartwatches, laptops, tablets, iPads, and portable music or entertainment systems.

### **Policy Overview:**

Students **are not allowed** to use or access their **personal** internet-enabled electronic devices from the moment they enter the school building, at 7:50 a.m., until the last class of the day ends, at 2:20 p.m., including during breakfast, lunch, and recess. Additionally, students are not permitted to use their cellphones or other electronic devices in the bathroom at any time. During the school day, students may use **school-issued** or **NYCPS-issued** devices for educational purposes as directed by staff. If a child is picked up late, they **cannot use their device while waiting for their parent or guardian**. If a student attends an **after-school program in the building**, their device must remain off and locked in the designated pouch for the duration of the program.

**This cell phone and electronic device policy applies to school trips, school dances, school events, senior activities and/or any school sanctioned events that occur during the school day.**

### **1. Collection/Storage**

Upon arrival, students must power off their devices.

- Students will place their devices in a storage pouch provided by the school and secure it in the presence of school staff.
- Students will store their locked pouches in their backpacks for the day.
- At the end of the school day (2:20 p.m.), students may unlock their pouches in their classroom.
- Students with approved early dismissal will be able to unlock their pouch in the main office.

### **2. Emergency Communications**

- Parents or guardians can call the main office at 718-286-8300 and messages will be delivered promptly to students. **Direct** phone access will be available for **extreme and urgent** family matters. Please understand that your child is learning in class and will only be pulled out of their class to speak with parents or guardians for exigent circumstances.
- In case of emergency or urgent circumstances, students may access phones in the main/guidance counselor/nurse/social worker offices to reach their parents or guardians.
- In case of emergency or urgent circumstances, the school will use Class Dojo and NYC Public Schools DOE Messaging System to communicate information to parents or guardians. To receive automated messages from the school, parents and guardians **must have a NYC Schools Account**. To create an account, visit <https://schoolsaccount.nyc> and click on the "Create Account" link on the login page. You will need a creation code, which can be obtained from the main office staff and Mr. DeGeorge, our Technology Teacher.


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 our Guidance Counselor, Ms. Gigi Rodriguez, via Class Dojo message or phone at 718-286-8300 extension#4091, if a student requires an exception for reasons such as: medical monitoring/treatment (for example, to monitor blood sugar or other similar circumstances).
- Exceptions will be processed and approved within five business days.

4. **Discipline**

- Use of personal electronic devices in violation of this school policy, the NYCPS Discipline Code, Chancellor’s Regulation A-413, and/or the NYCPS Internet Acceptable Use and Safety Policy will have their devices confiscated and held by an administrator. Confiscated devices will **only be returned to the student’s parent or guardian**. Students will be subject to progressive discipline, meaning that consequences will increase in severity based on the nature and frequency of the violation.

5. **Other: If lost or stolen**

- P.S. 273Q is **not responsible or liable** for any damaged, lost, or stolen electronic devices.
  - 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 [here](#).
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- **Students who lose or damage any assigned storage equipment** must report the loss or damage to the main office immediately for a replacement. A fee of \$5 will be charged to replace the lost or stolen pouches.

**Note:** The Cellphone & Electronic Device Policy is available on the school website (ps273q.com) and will be shared with families and staff at the start of the school year, as well as with newly enrolled students through the parent handbook. 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** our Guidance Counselor, Ms. Gigi Rodriguez or our Social Worker, Ms. Leanne DesVignes, via Class Dojo message or phone at 718-286-8300.

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**Parent-Student Acknowledgement Form**

Please return the signed acknowledgment below to your child’s teacher by **Friday, September 12, 2025**. Keep the top portion for your records.

**I have read P.S.273’s Cell Phone and Electronic Device Policy, and I agree to support the school’s expectations regarding my child’s use of cell phones and electronic devices during school hours as per New York State Education Law §2803.**

**Student Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Students in Grades 3 – 5:**

**I have read and understand the P.S. 273 Cell Phone and Electronic Device Policy and will follow the requirements of the policy.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_