



**Early Childhood Program**  
4280 Broadway, 2<sup>nd</sup> Floor  
New York, New York, 10033  
Telephone 212 328 1775  
Facsimile 212 202 3584

**Elementary**  
549 Audubon Avenue, Trailer 30  
New York, New York, 10040  
Telephone 646 254 6451  
Facsimile 212 202 3584

**Middle School**  
153 Sherman Ave.  
New York, New York, 10034  
Telephone 347 778 0601  
Facsimile 212 202 3584

## **CELL PHONES & OTHER INTERNET-ENABLED DEVICES**

The Equity Project (TEP)'s cell phone and electronic device policy is aligned with New York State's Distraction Free Schools Law. This law restricts the use of smartphones and other internet-enabled personal devices, including smart watches, on school grounds for the entire school day (from "bell to bell"). In specific circumstances, students may be permitted to use cell phones or other internet-enabled devices for a designated and approved educational purpose. The use of these devices during school hours at TEP will be otherwise prohibited.

Students shall not use internet-enabled devices during the school day on school grounds unless such use is subject to an exception set forth in this policy. This policy does not preclude the use of internet-enabled devices supplied by the school for educational services that are used for an educational purpose. Exceptions to this policy will include:

- Authorization by a teacher, principal, or social worker for a specific educational purpose.
- Instances where necessary for the management of a student's healthcare.
- Usage in the event of an emergency.
- Usage for translation services.
- Or, where required by law.

Additionally, the TEP policy will not prohibit the use of an internet-enabled device where it is included in the student's individualized education program (IEP) or section 504 plans.

### **On-Site Storage of Internet-Enabled Devices Including Cell Phones**

TEP students must store their Internet-enabled devices in designated on-site storage boxes during the school day. Cell phones will be collected at the beginning of the school day in students' breakfast rooms. Cell phones will be turned off and securely stored in safe lock boxes for the duration of the day. Only designated staff members will have access to the lock boxes. These school staff include members of the leadership team, the social work department, and grade level leads.

Cell phones will be returned to students during the final period of the day or before their departure if they are required to leave campus earlier than their designated dismissal time. Students that arrive after breakfast will safely store their cell phone in a secure lock box in the main office and retrieve it at the end of the school day.

TEP's Leadership Team will communicate TEP's Technology Policy to families at annual Family Orientations, reiterate the message via a video post on the school's communication platform, and include it in TEP's Student and Family Handbook, which is shared with returning and newly enrolled families.

The school's leadership team, alongside the social work department and teachers, will communicate the procedures for storing and retrieving devices to students during the first week of school, revisiting the nuances of the policy throughout the course of the year as needed.



CHARTER SCHOOL

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## **Methods for Parents to Contact Students During the School Day**

To accommodate necessary communication from parents, parents may use the following methods to contact their student during school hours while adhering to this policy:

If family members need to contact their student during the school day, they can and should contact the main office at their student's campus:

Early Childhood: (212)328-1775

Elementary Campus: (646)254-6451

Middle School Campus: (347)778-0601

Families can also reach out to teachers or the main office via ParentSquare, the school's primary communication platform.

In the event of any lockdown or school emergency, TEP will contact all families via ParentSquare.

Students that need to contact families during the school day can also do so through their grade level social worker or via the phones in the main office.

## **Student Discipline for Accessing Internet-Enabled Devices During the School Day**

If a student is using a cell phone or other internet-enabled device during the school day that is misaligned with this policy:

- The item will be removed from the student's possession.
- The student's parent/guardian will be informed and can retrieve the device from the main office at the end of the school day.
- For repeated instances, the student will have to leave the device at home or with school administration upon entering campus each day.

## **Security of Devices**

TEP will exercise reasonable care to maintain the security of devices that are held by the School but cannot guarantee the devices will be secure. TEP shall not be responsible for any personal device that is lost, stolen or damaged during the School Day or at school-sponsored activities. Any lost, stolen or damaged personal device should be reported immediately to the Campus Director or Principal.

## **Posting and Translation of Policy**

As required by law, this policy will be available in a clearly visible and accessible location on TEP's website and translated in Spanish.



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## **Reporting and Mitigation Action Plan**

Beginning September 1, 2026 and annually thereafter, TEP will publish an annual report on its website detailing enforcement of this policy during the prior school year. This report will include non-identifiable demographic data of students who have faced disciplinary action for non-compliance and analysis of any demographic disparities in enforcement of this policy. If a statistically significant disparate enforcement impact is identified, the report will include a mitigation action plan.