



Cell Phone and Electronic Device Policy for Motion Picture Technical HS

At Motion Picture Technical HS, we are committed to creating a focused, engaging, and supportive learning environment where all students can thrive. As part of this commitment, we are implementing NYC Public Schools' new citywide policy on cell phones and electronic devices.

What You Need to Know:

- All NYC public schools are required to have a policy that prohibits student use of personal internet-enabled devices during the school day and on school grounds.
- Students may still bring cell phones and other internet-enabled devices to school but cannot use them during the school day unless an approved exception applies.
- Devices will be collected and stored upon entry to be returned at dismissal.
- School-issued laptops or tablets are permitted.

Devices covered by this policy include, but are not limited to:

- Smartphones
- Smart watches
- Personal Tablets and laptops
- Earbuds/headphones/Portable speakers



Exceptions when required by law may be made for:

- MEDICAL - Documented Medical needs (ex: Diabetes glucometer apps)
- ACADEMIC - Requirements by a student's Individual Education Plan (IEP) or 504 plan
- FAMILY CARE - Students responsible for the care of a family member (documented)
- TRANSLATION/INTERPRETATION SERVICES - As needed, such as in the case of a low inference language
- EMERGENCIES - For example, natural, technological, or human-caused



Students needing an exception from the NYS cell phone ban, due to the aforementioned exceptions granted by law, can contact one of the following staff members who will then escalate the request within 1-10 school days:

Principal, Kevin Lopez - klopez28@schools.nyc.gov

Parent Coordinator, Mercedes Spanoudakis - mspanoudakis@schools.nyc.gov

Devices will be stored:

Upon arrival, students will be required to submit their personal cell phones, which will be stored in school-issued lockers or secure storage units located in a designated area. Phones will be stored for the entire instructional day, from “bell to bell”, between the hours of 8:15 AM to 2:52 PM. Phones will be accessible to students after 8th period for end-of-day pickup from the designated area in forthcoming. Any other electronic devices held during the school day will be placed in labeled envelopes or pouches with the student’s name and OSIS number, and will be available for retrieval from the Dean’s Office.

Students who are approved for early dismissal are to go to the Main Office to collect their devices prior to their departure.

Policy Violations:

Students who use a device without an approved exception will not be suspended, but the school may take progressive disciplinary steps as outlined in the Discipline Code such as:

- Collection of device/Parent phone call/Parent pick-up
- Community Care assignment
- Peer mediation/Circle process
- Lunch detention
- Disqualification from incentive trips, Academic trips, Overnight trips
- Disqualification from Lunch Out privileges in Spring
- Disqualification from on and off-site productions and other WBL opportunities



Lost or Stolen Devices:

Students who use have lost a device or want to report a stolen device can contact the following staff members who will guide them to next steps:

Parent Coordinator, Mercedes Spanoudakis - mspanoudakis@schools.nyc.gov

School Dean, Kirk A'Gard - kagard8@schools.nyc.gov

Emergency or Exigent Circumstances:

In the event that families/guardians have an emergency, or an exigent circumstance, they can contact students during the school day by calling and/or emailing the following contacts:

Main Office: (718) 957-0335.

Principal, Kevin Lopez - klopez28@schools.nyc.gov

Parent Coordinator, Mercedes Spanoudakis - mspanoudakis@schools.nyc.gov

In the event that a student needs access to school phones to reach a family member/guardian, students will be directed to the Main Office in room 256 to make calls.

In the event that there is a schoolwide emergency or exigent circumstance, families/guardians will be notified via the [Jupiter](#) portal and text messaging system.

[Directions](#) to set up Jupiter Parent Login - <https://login.jupitered.com/help/?studlogin>

Learn more:

This school cellphone policy will be available via MPT's school website, student handbook, staff handbook, and in hardcopy form throughout the school building.

Full policy in multiple languages: schools.nyc.gov/DevicePolicy

[Motion Picture Technical High School](#): direct link to cell phone policy forthcoming