

## Electronic Device Policy

- Each student is assigned a school laptop and must bring it fully charged to school each day.
- Students are assigned personal headphones for their school laptops that must be used. No personal earbuds or wireless headphones are to be used in class.
- WCHS is a cell phone/electronics free zone during the school day. When students arrive at school, personal cell phones/electronics will be collected. Cell phones must be turned off and will be returned at the end of the day or upon dismissal. Personal electronic devices of any kind, including, but not limited to, iPods, cell phones, MP3 players, AppleWatches, Meta Glasses etc. are **not allowed at school or during the school day.**
- Devices will be stored securely in a secure locked cabinet in the Student Life Office or other locked location to be accessed only as per the Principal's Designee.
- If a student needs to contact a parent or guardian, they should use the courtesy phone in the main office. Parents can contact the school at (718) 782-9830 if they need to speak to their child during the day.
- When using electronics on school ground the following is prohibited:
  - Loud music. Students must use **headphones.**
  - **Taking unauthorized photos and audio/ video recordings of others.**
  - Making sexually suggestive comments, innuendos, propositions or similar remarks, or engaging in nonverbal sexual nature. (sexual misconduct)
  - Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying)
  - Posting, distributing, displaying or sharing literature or material containing a threat of violence, injury or harm, depicting violent actions against or obscene, vulgar or lewd pictures of students or staff.
  - Using slurs based on actual or perceived race, ethnicity, color, national origin, citizenship/ immigration status, weight, religion, gender, gender identity, gender expression, sexual orientation or disability.
- Electronic devices may not be used during school fire drills or emergency preparedness exercises.
- Students are not permitted to charge electronic devices in class.
- Students are prohibited from using electronic devices to engage in scholastic dishonesty, which includes but is not limited to cheating, plagiarizing, and colluding.
- Please note the following consequence if a student does not follow the electronic policy:
  - First offense: Saturday Detention and Call to parent. The electronic device will be confiscated and can be picked up after-school.
  - Second offense: 2 Saturday Detention and In person parent meeting with Deans Team and Academy Leader. The electronic device can only be picked up by a parent/guardian during the Parent Meeting.
  - Third offense: In school Detention and Principal Meeting. The electronic device can only be picked up by a parent/guardian during the Principal Meeting.

- Fourth offense: 2 In school Detention and Principal Meeting. The electronic device can only be picked up at 6pm at the school.
- Please note that if a student brings an electronic device and the device is *Stolen/Lost/Damaged*, the school is not responsible. **Failure to hand in electronic devices to staff after it has been seen or heard may result in *disciplinary action*.**

**Please Note: Once confiscated school staff has the right to review the most recent electronic transactions made with or accessed by the electronic device if there is reasonable suspicion that such transactions were in violation of school policy or state or federal law.**