

## **USE OF INTERNET-ENABLED DEVICE POLICY**

In May 2025, New York State enacted a new law that requires each school district, charter school, and board of cooperative educational services to adopt a written policy prohibiting student use of internet-enabled devices during the school day anywhere on school grounds.

LEEP Academy developed this policy in consultation with LEEP Academy stakeholders, including school leadership and staff, and parents/guardians.

### **Definitions**

For purposes of this policy, the following definitions apply:

- Internet-enabled devices: includes any smartphone, tablet, smartwatch or other device capable of connecting to the internet and enabling the user to access content on the internet, including social media applications; this would include laptops, iPads and tablets, portable music and entertainment devices such as iPods, and gaming consoles.
- Internet-enabled devices do not include:
  - Non-internet enabled devices, such as cell phones or other communication devices not capable of connecting to the internet or enabling the user to access content on the internet; or
  - Internet-enabled devices supplied by LEEP Academy that are used for an educational purpose.
- School day: the entirety of every instructional day, during all instructional and non-instructional time, including but not limited to homeroom period, lunch, recess, and transition time.
- School grounds: In or on or within any building, structure, athletic playing field, playground or land contained within the real property boundary line of LEEP Academy.

### **Policy**

Students shall not use internet-enabled devices during the school day anywhere on school grounds unless such use is in accordance with this policy.

### **Exceptions**

Students may use internet-enabled devices during the school day on school grounds:

1. if authorized by a teacher, the Principal, or LEEP Academy for a specific educational purpose;
2. where necessary for the management of a student's healthcare;
3. in the event of an emergency;
4. for translation services;
5. on a case-by-case basis, upon review and determination by a school social worker or school counselor, for a student caregiver who is routinely responsible for the care and well-being of a family member; or
6. where required by law.

Students will be permitted to use an internet-enabled device where such use is included in the student's individualized education program (IEP) or Section 504 Plan.

### **On-Site Storage of Internet-Enabled Devices**

Students must store their internet-enabled devices in a classroom-designated storage unit during the school day.

### **Student Internet-Enabled Device Collection Procedure**

- Upon arrival, all students must power off all internet-enabled devices and store their devices in the storage unit in their classroom.
- At the conclusion of the arrival/breakfast block, the classroom teacher will lock the storage unit and begin instruction.
- This policy also applies to students who arrive late (tardy).
- At the conclusion of the final instructional block, the student pack-up process will begin, and students will receive their internet-enabled devices from classroom teachers.

The Principal will communicate storage procedures to classroom teachers, who will then communicate the procedures to students for storing and retrieving devices, ensuring that students understand their responsibilities in using the on-site storage units provided.



LEEP Dual Language Academy Charter School  
5323 5th Avenue, Brooklyn, NY 11220  
[www.LEEPacademies.org](http://www.LEEPacademies.org) | 917-819-LEEP (5337)  
*A Public Charter School Authorized by  
the New York State Board of Regents*

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

If a parent or guardian needs to get in touch with their student during the school day, they may contact the Main Office using the following options:

- Phone: 917-518-5337
- Email (English): FamilyHelp@leepschools.org
- Email (Spanish): AyudaFamiliar@leepschools.org

A member of our team will ensure the message is relayed promptly.

LEEP Academy will provide notification to parents/guardians of the methods for contacting their student during the school day at the beginning of each school year and upon enrollment.

### **Enforcement and Discipline**

LEEP Academy will not suspend a student solely for accessing an internet-enabled device in violation of this policy.

If a student accesses an internet-enabled device in violation of this policy, the incident will be categorized as a "Major Misbehavior" as outlined in the Discipline Code in the Student & Family Handbook.

All incidents will be addressed in alignment with LEEP Academy's behavior management protocols to ensure a respectful and focused learning environment.

### **Security of Devices**

LEEP Academy will exercise reasonable care to maintain the security of devices that are held by the school. LEEP Academy is not responsible for any pre-existing damage to devices. Any lost, stolen or damaged personal device should be reported immediately to the Principal.

### **Posting and Translation of Policy**

As required by law, this policy will be available in a clearly visible and accessible location on LEEP Academy's website. Translations of the policy into any of the 12 most common non-English languages spoken by limited-English proficient individuals in New York State will be provided upon request by a student or parent/guardian.

### **Annual Reporting**



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Beginning September 1, 2026 and annually thereafter, LEEP Academy will publish an annual report on its website detailing the 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 the enforcement of this policy. If a statistically significant disparate enforcement impact is identified, the report will include a mitigation action plan.