

STATE TESTING ELECTRONIC DEVICE USE POLICY

Chelsea School District

ELECTRONIC DEVICE EXAMPLES

Examples of electronic devices include, but are not limited to:

- any electronic device that can be used to record, transmit, or receive information not used for testing
- computer tablets, iPads, e-readers (for example: Kindle)
- smart watches (for example: Fitbits; Apple, Garmin, Samsung watches; any watch with access to other applications or the internet)

STUDENTS

Students are not permitted to use, wear, or access any personal, non-testing electronic devices during testing or while on a break when in an active testing session. These electronic devices include but are not limited to smartphones, cell phones, smart watches, Bluetooth headphones, headphones that allow access to voice assistant technology, and computers and/or tablets not being actively used for testing purposes.

Test administrators are to practice due diligence in actively monitoring students in the testing room and on breaks to ensure that electronic devices are not accessed. If a student brings an additional electronic device into the testing room, the test administrator must follow the district/building level electronic device policy to ensure the electronic device is stored appropriately and is not accessible to the student during testing.

The testing environment is not to be disturbed by any electronic devices not used for testing or test administration. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, or the test must be administered to the student in a one test administrator-to-one student setting, and the student must be actively monitored at all times while testing.

Additionally,

- Students are not allowed to access the device used for testing for any other purpose than to complete the test during the test session.
- A student may not access any additional websites or applications during testing or for any other purpose after testing while in the testing room.
- Staff is to ensure that all testing devices are configured properly and that all background applications are disabled before testing begins.
- No pictures or videos may be taken during testing.
- If a student has a cell phone or other non-test electronic device out at any point during a test session, that student's test has been compromised and is to be invalidated due to prohibited behavior, even if the student did not use the cell phone or device.
- Students are not allowed to wear or access "wearable" technology (such as smartwatches, fitness trackers, Bluetooth headphones) during testing. If a student is wearing such a device during testing, that student's test must be invalidated because the student has access to the device regardless of whether it was used or not.
- Even if a student has exited or submitted their test, they cannot use cell phones or other electronic devices in the testing room. If the student has exited/submitted the test and then accesses a cell phone/electronic device (including wearable technology), this constitutes prohibited behavior, and the student's test will be invalidated.

TEST ADMINISTRATORS/TEST MONITORS AND STAFF

Test Administrators and Test Monitors must be focused on active monitoring throughout test administration. During testing, staff may only use an appropriately configured device (for example, an iPad or Chromebook) for monitoring the WIDA, MI-Access FI, or M-STEP assessments, and these devices should be used for no other purpose during testing.

A Test Administrator shall not disturb the testing environment through texting, speaking, or other cell phone/wearable technology/electronic device use, except in the event of an emergency (for example, sick student(s) in the room, or technical issues).

Test content can never be photographed or communicated; this includes when a Test Administrator or Test Monitor needs to alert others of an issue or incident. Test Administrators and Test Monitors are not to use their cell phones, wearable technology, or other devices to check email or perform other work during testing. All such electronic devices are to be silenced to reduce disruptions.

Staff who go between rooms to help troubleshoot technical issues during testing or to provide breaks for proctors may use their cell phones; however, if possible, they should step out of the testing room to make calls, to minimize disruptions.

Prohibited Practices

- If a test administrator or other staff in the testing room accesses an additional electronic device, this will result in a misadministration for the entire testing session and invalidation of the students' tests, in addition to any other actions the Michigan Department of Education (MDE) deems necessary.
- Photography/communication of test content will result in a misadministration for the entire testing session and invalidation of the students' tests, in addition to any other actions MDE deems necessary.
- If a test administrator or other staff in the testing room accesses an additional electronic device, this will result in a misadministration for the entire testing session and invalidation of the students' tests in addition to any other actions MDE deems necessary.

COMMUNICATION PLAN

The school/district will share this policy with its staff, students, and families through the use of our mass communication system. In addition, this policy will be reviewed at building staff meetings and placed on the CSD website.

MONITORING FOR USE OF ELECTRONIC DEVICES

The test administrator and/or test monitor will remain in the testing site for the duration of the testing and will monitor for student use of electronic devices in accordance with this policy.

INCIDENT REPORTING PLAN

If there is an incident reported by students or staff, the test administrator/test coordinator will immediately notify the building assessment coordinator, who will notify the district testing office. An incident report will be submitted to OEAA through their secure website.

STUDENT CONSEQUENCES FOR VIOLATING POLICY

All CSD students sign a Student Technology Use Agreement. Students violating the policy may be subject to discipline as outlined in the student handbook.

REQUIRED STAFF TRAINING

Building principals will coordinate with the district testing office to review the new policy with staff responsible for testing. Any new information will be communicated through the district testing office. In addition, all staff who are responsible for test administration will complete the required training and certify their completion through the secure testing portal.