



# Cedar Springs Public Schools

## 2022-2023 Electronic Device Policy

Prior to test administration, district and building assessment coordinators must clearly communicate a policy for the use of electronic devices by students and staff during testing. Personal electronic devices that are not used for testing pose a large security risk to all assessments. Accessibility to and the use of additional electronic devices has increased over the last few years among both students and staff. With this increased use, instances of cheating, plagiarism, and inappropriate use of devices have had a negative impact on the validity and reliability of assessments. This has also caused the invalidation of student tests and has resulted in negative impacts on assessment participation and accountability.

As technology continues to change, Cedar Springs Public Schools (CSPS) will continue to discuss the types of technology used by students and staff and update plans to **ensure non-testing devices are not accessed during testing**. CSPS policy must be communicated to staff, students, and families.

Staff will need thorough training on active monitoring of test administration and on how to respond to incidents involving prohibited student behavior through the use of, or access to, additional electronic devices during testing.

### 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 (i.e. Kindle)
- Smartwatches (i.e. Fitbits, Apple, Garmin, Samsung watches; any watch with access to other applications and/or the internet)
- Smartphones and cell phones
- Bluetooth headphones, smart earbuds (i.e. Beats, iPods), or any headphones with access to other applications and/or the internet

- Smart glasses (i.e. Google Glass)
- Desktop computers, laptops, and Chromebooks, not being used for testing

### Policy for 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 assistance technology, and computers and/or tablets not being actively used for testing purposes.

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 testing students, the device must be left with the test administrator, or the test must be administered to the students in a test administrator-to-one students setting, and the students 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.



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### Policy for Test Administrators/Test Monitors and Staff

Test administrators and monitors must be focused on active monitoring through test administration. Test administrators and monitors will alert others if issues arise (for example, sick student[s] in the room, or technical issues). Should a potential incident arise, the planned communication flow is as follows: When the Test administrator is aware of a testing irregularity, the Building assessment coordinator is contacted. From there, the principal is contacted, and finally, the district assessment administrator.

During testing, **staff may only use a computer** (or other appropriately configured devices, for example, an iPad or Chromebook) for **monitoring the WIDA, MI-Access, or M-STEP, 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.

**Test Administrators/Monitors/Proctors must follow the guidelines below to actively monitor with minimal disruption:**

- K-8 M-STEP/MI-Access/WIDA Test administrators/monitors/proctors may use cell phones or other electronic devices only to alert others that assistance is needed or in an emergency. Wearable technology is allowed for testing staff; if it is worn, devices must be silenced to limit distraction.
- Grades 9-12 M-STEP/MI-Access/WIDA Test administrators/monitors/proctors may use cell phones or other electronic devices only to alert others that assistance is needed or in an emergency.

Wearable technology is allowed for testing staff; if it is worn, devices must be silenced to limit distraction.

- College Board, including SAT, PSAT/NMSQT, PSAT8/9, PSAT10, as well as ACT WorkKeys **administrators/monitors/ proctors are NOT allowed to use cell phones** or other electronic devices during the test session. **Wearable technology is NOT allowed for testing staff;** if it is worn, devices must be silenced to limit distraction.

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. CSPA Test administrators and test monitors are expected to train staff members on proper and improper cell phone use when sharing the district policies and procedures for testing.

Staff who go between rooms or help troubleshoot technical issues during testing, such as the District Assessment Coordinator or Technology Coordinator, may also use their cell phones to contact the service provider's help desk; however, if possible, they should step out of the testing room to make calls, to minimize disruptions.



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## 2022-2023 Electronic Device Policy

### Best Practices

- Students and staff are not allowed to bring any additional electronic devices into the testing room.
- Electronic devices are to be left at home or kept in a secure on-site location during testing (student lockers, staff storage cabinets, office, and non-testing rooms).
- CSPA Building Coordinators shall prevent additional electronic devices from being brought into the testing room.
- CSPA Staff shall actively verify that no student has additional electronic devices before, during, and after testing.

### Acceptable Practices

- Policies and procedures are in place to ensure additional electronic devices are not accessible to students while in the testing room.
- Additional electronic devices students bring into the room are powered off and stored away from the students.

### Prohibited Practices - Students

- Students bring additional electronic devices into the testing room and devices are accessible 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, and 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.

### Prohibited Practices - Staff

- The staff brings additional electronic devices into the testing room and devices are accessible during testing.
- 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 student's 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.