2022-2023 RCS Electronic Device Use Policy for State-Standardized 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, smartwatches, Bluetooth headphones, headphones that allow access to voice assistant technology, and computers and/or tablets not being actively used for testing purposes. Administration staff 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 ask the student to turn it off and will collect it and store it in a secure location until the testing session has ended.

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.

A student may not access any additional websites or applications during testing, or for any other purpose after testing, while in the testing room.

Policy for Staff

Staff is to actively verify that no student has additional electronic devices before, during, and after testing.

Test Administrators and Test Monitors must be focused on active monitoring throughout test administration. Test Administrators/Monitors may use classroom phones to alert building or district administration if issues (sick/injured student, technology problems, etc.) arise during testing.

During testing, staff may only use a computer (or other appropriately configured device, for example, a Chromebook) for monitoring the WIDA, MI-Access FI, or M-STEP assessments, and these devices should be used for no other purpose during testing.

Test Administrators/Monitors may use cell phones or other electronic devices only to alert others that assistance is needed or in an emergency if the classroom phone is not working or available. Wearable technology is strongly discouraged for testing staff; if it is worn, devices must be set on airplane mode to limit access to other applications and the internet.

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

Communication Plan for Sharing Electronic Device Policy to Staff, Students, and Families

The *2022-2023 RCS Electronic Device Use Policy for State-Standardized Testing* will be shared with staff during building-level pd or staff meeting.

The *2022-2023 RCS Electronic Device Use Policy for State-Standardized Testing* will be shared with parents and students via School Message Center before state tests commence. The policy will also be posted on the district website.

Monitoring for Use of Electronic Devices

Staff is to actively verify that no student has additional electronic devices before, during, and after testing.

Administration staff 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 in ensuring the electronic device is stored appropriately and is not accessible to the student during testing.

Incident Reporting Plan

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.

The Test Administrator will notify the Building Test Coordinator who will notify the District Test Coordinator. The District Test Coordinator will notify the Office of Educational Assessment and Accountability.

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

Student Consequences for Violating Policy

The Test Building Administrator will follow the procedures as outlined in the RCS *Student Code of Conduct Handbook.*

Staff Consequences for Violating Policy

Staff who violate this policy will meet with the District's Human Resources Department to review the incident. Based on the investigation the staff member could receive a consequence up to and including termination.

Resources

MDE Assessment Integrity Guide
MDE Electronic Device Use Policy, 2022-2023
RCS Student Code of Conduct Handbook
RCS Acceptable Use Policy

Required Staff Training

Training	Description
MSTEP, PSAT, SAT, WIDA ACCESS, and Mi-Access test administration training, including Security Compliance and Electronic Device Use Policy Training	Building-level trainings, to include all building staff members involved in the test administration, on appropriate test administration practices, including Security Compliance and Electronic Device Use Policy
Test administration training, including Security Compliance and Electronic Device	District-level training, to include Building Test Coordinators and Building Administrators for

Use Policy	MSTEP, PSAT, SAT, WIDA ACCESS and Mi-Access.

Timeline

Description	*Start Date*	*End Date*
Required Trainings for Building Test Coordinators and Building Administrators	1/23/2023	4/3/2023
Required Trainings for Test Administrators/Proctors	1/23/2023	4/7/2023
Required Training for WIDA ACCESS Test Administrators/Monitors	1/30/2023	1/31/2023
District shares the updated Electronic Device Use Policy to families and students	1/31/2023	4/7/2023