

Hampton County School District



Electronic Device Administrative Procedure for SY 2023-2024 for District, National and State Testing Programs

District and state testing guidelines prohibit the use of mobile phones and other electronic devices during testing. Any violation of this policy can result in the invalidation of the assessment and further disciplinary action according to the Student Code of Conduct Discipline Manual and the Employee Handbook.

Mobile phones, iPods, Air Pods, laptops, smartwatches, and other electronic devices are not permitted to be used by students or faculty and staff members in a testing room during a test administration.

Test administrators will be required to silence and turn off their electronic devices while proctoring and keep them (mobile phone, smart watches, laptops, etc.) out of sight while proctoring district, national and state assessments unless otherwise required for administering the assessments.

Students will be required to leave prohibited electronic devices at home, in their vehicle (if applicable), in their locker, in their bookbag, or they may choose to turn it in to the test administrator as soon as they enter a testing room. Students will be allowed to access their devices once all testing has been completed and test materials have been collected and are accounted for by the test administrator.

Failure to comply with this policy will result in:

1. A mobile phone, iPod, Air Pods, laptops, smartwatches, and other electronic devices being confiscated on the spot and given to the building principal or other administrator. An investigation may then be conducted by the South Carolina Department of Education to determine usage during testing.
2. Disciplinary actions will be decided at the school level and if needed at the district level.

Test Administrator: _____ Room: _____

Test Name and Subject: _____ Date: _____

Hampton County School District



Student Mobile Phone and Electronic Device Agreement

I know that I cannot have a mobile phone, iPod, Air Pods, smartwatch, or any other electronic device in my possession or on my person during any district or state testing program, whether it is turned off or not.

I certify that I do not have a mobile phone, iPod, Air Pods, smartwatch, or any other electronic device in my possession and fully understand that having a mobile phone, iPod, Air Pods, smartwatch, or any other electronic device may jeopardize my test results and/or the test results of those students in my testing classroom and/or any student that I may have communicated with during testing.

My signature below indicates that I am aware of and will comply with Hampton County School District Electronic Device Administrative Procedures for District and State Testing Programs during SY 23-24.

1.	11.	21.
2.	12.	22.
3.	13.	23.
4.	14.	24.
5.	15.	25.
6.	16.	26.
7.	17.	27.
8.	18.	28.
9.	19.	29.
10.	20.	30.

Test Administrator: _____
District, State, National Test: _____

Room Number: _____
Testing Cycle: _____

Hampton County School District

Test Administrator Mobile Phone and Electronic Device Agreement

I am aware of the Hampton County School District Electronic Device Administrative Procedure for SY 23-24 for District and State Testing Programs.

Testing Administrative Procedures States:

- Mobile phones, iPods, Air Pods, laptops, smartwatches, and other electronic devices are not permitted to be used by students **or faculty and staff members** in a testing room during a test administration.
- Test administrators will be required to silence and turn off their electronic devices while proctoring and keep them (mobile phone, smart watches, laptops, etc.) *out of sight* while proctoring district, national and state assessments unless otherwise required for administering the assessments.

If it is discovered that I was using my mobile phone or other electronic device during testing:

- An investigation may then be conducted by the South Carolina Department of Education to determine electronic device usage during testing.
- Disciplinary action may be taken at the school level and at the district level. A letter may be placed in my file in the Human Resources Department.

My signature below indicates that I am aware of and will comply with Hampton County School District Electronic Device Administrative Procedures for SY 2023-2024 for District, National and State Testing Programs.

School: _____

School Year: _____

1.	7.	13.
2.	8.	14.
3.	9.	15.
4.	10.	16.
5.	11.	17.
6.	12.	18.