

AR JICJ-R PROHIBITION OF PERSONAL ELECTRONIC DEVICES DURING THE SCHOOL DAY

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Students may use personal electronic devices on school buses, field trips, athletic events and as authorized for classroom use.

Students are, however, prohibited from using such devices:

- to capture, record or transmit the words (e.g., audio) and/or images (e.g., pictures, video) of others without express prior notice and explicit consent for the capture, recording or transmission of such words or images;
- to access and/or view web sites that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored activity; or
- in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated (see Policy JICFAA – Harassment, Intimidation or Bullying).

Violations of Policy JICJ and this administrative rule shall result in disciplinary action. Discipline will be imposed in a progressive manner based on the number of previous violations and/or the nature or circumstances surrounding a particular violation.

Consequences

First Offense – redirection

Second Offense – confiscate device; return device to student at the end of the school day

Third Offense – confiscate device; return device to parent

Fourth Offense – refusal to obey/defiance

The district, board and district employees assume no responsibility for theft, loss or damages to students' personal electronic devices, including devices that are confiscated because of a student's violation of Policy JICJ and this administrative rule. Additionally, the district, board and district employees assume no responsibility for students' unauthorized use of personal electronic devices.

Students' personal electronic devices in district custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy JIH – Student Interrogations, Searches and Arrests. The matter will be referred to law enforcement if the violation involves illegal activity.

Procedure for Addressing Cellphones and Other Electronic Communications Devices During State-Mandated Testing

PAGE 2 - JICJ - PROHIBITION OF PERSONAL ELECTRONIC DEVICES DURING THE SCHOOL DAY

The Test Administrator (TA) should instruct students no fewer than two times prior to reading the script to officially begin the test that students may not possess cellphones or other electronic communications devices (other than their Chromebooks if testing online) during state-mandated testing.

- Cellphones and other electronic communications devices should be turned off, not just put on vibrate or silent, and placed in bookbags or purses which should then be placed along the wall at the front of the classroom.
- Students who do not have a bookbag or a purse should turn their devices off and give them to the TA to secure in a teacher's desk, or at the podium, until testing is over.
- Students should be read the following quoted text prior to beginning the actual test:
 - “If it is discovered that a student possesses a cellphone or other electronic communications device during testing, but is not observed handling or using the device (for example, the device rings, dings, or vibrates in a student's pocket, purse, or bookbag), the device will be taken, the student will be allowed to continue testing, and a disciplinary consequence for refusing to obey will follow.”
 - The TA should make the School Testing Coordinator (STC) aware of the situation as soon as possible.
 - “If a student is observed handling or using a cellphone or other electronic communications device during testing, the student will be removed from the test session and the device will be searched by a school administrator. The student's parent will be notified of the situation, and a disciplinary consequence for refusing to obey will follow. If the device is not made available for a school administrator to search, the student's assessment will not be scored. In the case of End of Course (EOC) exams, this will result in a student receiving a score of zero (0) for the exam and, thus, twenty percent (20%) of his/her grade in the course.”
 - The TA should make the STC aware of the situation as soon as possible.
- Once the actual testing begins, TAs should read the appropriate online or paper administration directions to students verbatim. For both SC READY as well as End-of-Course testing, these directions include scripts for both “all subjects” as well as scripts for each specific subject area being assessed. Reading the scripts is not only a required aspect of administering the tests with fidelity, but it will also ensure that students hear the admonition against possessing cellphones or other electronic communication devices a third time before attempting any test questions.
- If an STC becomes aware of any type of incident involving a cellphone or other electronic communications device, the STC should contact the District Testing Coordinator (DTC) as quickly as he or she can. If the incident involves a student handling or using a device during testing, the STC should also make his/her principal aware of the situation as soon as possible.
- If a student is observed handling or using a cellphone or other electronic communications device during testing, and, therefore, that device must be searched, the STC or other

PAGE 3 - JICJ - PROHIBITION OF PERSONAL ELECTRONIC DEVICES DURING THE SCHOOL DAY

school administrator should apprise the student's parent of the situation. If the student and/or parent refuses to surrender the device or refuses to allow the device to be searched or refuses to unlock the device (if locked) so that it can be searched, the test will not be scored. In the case of EOC exams, the student will receive a zero (0).

- There is an exception to students possessing cellphones or other electronic communications devices during testing for those students who use such devices for medical monitoring (e.g. blood glucose levels, etc.). Please review the appropriate Test Administration Manual (TAM) very carefully on this issue as students are required to have documentation of the need for the device in an IEP, a 504 Plan, or an Individual Health Plan. Students may not possess cellphones or other electronic communications devices during state-mandated testing without proper documentation as outlined in the TAM.

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