



Student Procedure for Cell Phones & Personal Electronic Devices During State Testing

Test security is a primary focus of the Arkansas Department of Education and is the focus of many policies and procedures implemented in the administration of statewide assessments. One component of these policies is not allowing students to be in possession of a cell phone or other electronic devices during testing. In an effort to maintain test security, Bentonville School District has established procedures to ensure that students are free of all devices that might compromise security during testing. Each campus will adhere to the following guidelines.

1. All students are to turn cell phones/electronic devices off before a test administration begins.
2. All cell phones/electronic devices must be stored in backpacks/purses or turned in to the test administrator before testing begins. Students will not be allowed to use cell phones or other devices in hallways, rest rooms, or at any time while they are still testing. All devices will remain out of sight until the test session is over.
3. All backpacks/purses are to be placed at the front of the room or left in lockers. Students may not access backpacks or purses until the test session has ended.
4. Students found to be in possession of cell phones or electronic devices during testing are subject to disciplinary action as set forth in the Student Discipline Policy. The device will be taken up by the test administrator and delivered to school administration. A report including the student's name along with the date, time and a description of the incident will be submitted to the District Testing Coordinator and the Arkansas Department of Education. The student risks having his/her test score invalidated by having such a device in possession while testing. Parents will be notified of any such action.
5. Students/parents will be informed of this policy in a variety of methods such as daily announcements prior to testing, posters throughout the building, newsletters, parent letters, message call system, etc. It is up to each campus to determine the most efficient and effective method of notifying students and parents of this policy.
6. This procedure includes all cellular devices, Apple watches, or any such electronic watch being worn during testing as well as any electronic device with picture taking capabilities.