



# Madison District Public Schools

## Electronic Device Use Policy

### State and District Testing

#### **Purpose:**

The purpose of this policy is to give guidance to students and staff on the use of electronic devices during District and State Testing administration.

#### **Electronic Devices Example**

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 including desktop computers, laptops and Chromebooks
- Computer tablets, iPads, e-readers (for example: Kindle)
- Smart watches (for example: Fitbits; Apple, Garmin, Samsung watches; any watch with access to other applications or the internet)
- Smartphones and cell phones
- Bluetooth headphones, smart earbuds (for example: Beats, iPods), or any headphone with access to other applications or the internet)
- Smart glasses (for example: Google Glass)

#### **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 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.

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 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.

If a student is observed with any prohibited electronic device in the testing room or during a break, whether or not they are using the device:

- The student will be removed from the testing environment by the Building Testing Coordinator.
- The student will be asked for the device.
- The building coordinator will write up the incident, notify the students that their scores will be canceled and they will not be eligible for makeup. The device will be returned at the conclusion of the investigation.
- If test content is detected on the device, the Building Testing Coordinator will follow the guidance of the State of Michigan

Students in violation of the testing policy will be removed from the testing environment and will not be able to make-up the exam. The administrators of Madison District Public Schools will meet with the student and the family to determine the appropriate consequences.

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

Test Administrators and Test Monitors must be focused on active monitoring throughout test administration. Districts must determine how Test Administrators and Test Monitors will alert others if issues arise (for example, sick student[s] in the room, technical issues). 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.

During testing, staff may only use a computer(or other appropriately configured device, for example, an iPad or 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 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. 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.

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.

In the event that a staff member is in violation of this policy the staff member will be removed from the testing room and appropriate discipline actions will take place lead by the District's Superintendent.

All staff members in violation of Electronic Device Use Policy will receive a formal write up.