ELECTRONIC DEVICE USAGE DURING STATE-MANDATED ASSESSMENTS (5.31WF)

Students

Students shall not have their cell phones, smart watches, other similar electronic devices (anything that can be used to transmit or capture images, sound, or data) on their person during testing. These devices shall be turned off, placed in the student's personal backpack/locker, and left outside of the testing room.

Violations will have the following consequences:

- Immediate confiscation.
- Phones will be checked for possible testing improprieties. Students will provide access to their phone (passwords, etc).
- Any potential reward for testing will be revoked.
- Parent will be required to come to the school to pick up the phone.
- Other disciplinary action may be taken depending on the violation.

Teachers/Staff

District and building test coordinators are allowed to utilize their phones during testing. This will be one way they may be contacted for any testing issues.

Teachers and staff that are proctoring, monitoring testing, or serving as test administrators **shall not** have their cell phone in the test session room.

In the event of a testing issue:

- If multiple testing monitors are available one will step out of the room and contact the building office via intercom or phone in a nearby room.

- If the test administrator is alone they will use the testing room intercom system to call the office and request testing assistance. The building secretary will contact the building test coordinator and/or technology team to provide assistance.

Violation of this policy by employees shall be grounds for disciplinary action up to, and including, dismissal.

Revision #3
Created 2025-06-25 17:22:51 UTC by Cory Robbins
Updated 2025-06-25 20:22:52 UTC by Cory Robbins