

## Lansing School District – 2022-2023 Electronic Device Use Policy

December 6, 2022

- I. **Electronic Device Examples. Examples of electronic devices include, but are not limited to:**
  - a. any electronic device that can be used to record, transmit, or receive information, not used for testing,
  - b. computer tablets, iPads, e-readers (for example: Kindle),
  - c. smart watches (for example: Fitbits; Apple, Garmin, Samsung watches; any watch with access to other applications or the internet),
  - d. smart phones and cell phones,
  - e. Bluetooth headphones, smart earbuds (for example: Beats, iPods), or any headphone with access to other applications or the internet),
  - f. smart glasses (for example: Google Glass),
  - g. desktop computers, laptops, Chromebooks, not used for testing.
- II. **Policy for Students**
  - a. 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.
  - b. Electronic devices are to be left at home or kept in a secure on-site location during testing (student lockers, staff storage cabinets).
  - c. If a student brings a prohibited device into the testing room, then the device(s) will be collected by testing room staff, powered down, and stored away from the students.
  - d. Students are not allowed to wear or access “wearable” technology (such as smartwatches, fitness trackers, or Bluetooth headphones) during testing. If a student is wearing such a device during testing, that student’s test must be invalidated because the student has access to the device regardless of whether it was used or not.
  - e. If a student has a cell phone or other non-test electronic device out at any point during a test session, that student’s test has been compromised and is to be invalidated due to prohibited behavior, even if the student did not use the cell phone or device.
  - f. Even if a student has exited or submitted their test, they cannot use cell phones or other electronic devices in the testing room. If the student has exited/submitted the test and then accesses a cell phone/electronic device (including wearable technology), this constitutes prohibited behavior and the student’s test will be invalidated.
- III. **Policy for Staff**
  - a. Test Administrators and Test Monitors must be focused on active monitoring throughout test.
  - b. 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.
  - c. Test administrators and test monitoring staff are allowed to use cell phones to alert other staff of issues. Test Administrators/Monitors may use cell phones or other

electronic devices **only** to alert others that assistance is needed or in an emergency. Test administrators and test monitoring staff are absolutely prohibited from using their cell phones for any other purpose.

- d. 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.
- e. If a test administrator or other staff in the testing room accesses an additional electronic device, this will result in a misadministration for the entire testing session and invalidation of the students' tests, in addition to any other actions the Michigan Department of Education (MDE) deems necessary.
- f. Photography/communication of test content will result in a misadministration for the entire testing session and invalidation the students' tests, in addition to any other actions MDE deems necessary.

**IV. Communication Plan for Sharing Electronic Device Policy to Staff, Students, and Families**

- a. The Lansing School District – 2022-2023 Electronic Device Use Policy will be posted on LSD's website.
- b. Additional communication to parents will be made in school newsletters, emails and testing related robocalls.
- c. Staff will explain the Electronic Device Policy to students before the start day of testing and before testing commences on each day of testing. Before the first day of testing on any given state level assessment, students will be provided a written copy of the Electronic Device Policy.
- d. Staff will be provided a written policy and staff will receive training on the policy during district-wide DPPD.
- e. LSD schools will be responsible for keeping track of communications and trainings regarding the Electronic Device Policy. This includes copies of all written communications (i.e. – emails, newsletters, etc.) and sign-in sheets for staff trainings.

**V. Staff Monitoring for Use of Electronic Devices on Testing Days**

- a. Staff is required to verify that no student has additional electronic devices before, during, and after testing. Example: Test administration staff reminds students to check that they have no electronic devices. "Do you have earbuds in your ears or in your pocket?" "Are you wearing a smartwatch?"
- b. Staff members will collect additional electronic devices students bring into the room; the devices are powered off and stored away from the students.
- c. Each LSD school is responsible for creating, keeping and maintaining testing room rosters along with testing staff in each testing room.

**VI. Incident Reporting Plan**

- a. If a student is found to be in violation of this Electronic Device Use Policy, then the person (testing administrator, testing proctor, other staff), must immediately report the situation to the School Level Administrator. The person(s) reporting or having knowledge of the situation must submit a written statement containing all relevant information about the situation. This includes: the names of all adult staff in the room at any point during testing, how the device was discovered, the name of staff who discovered or witnessed the electronic device, whether the device was used by the

student while in the testing room, was the device confiscated by adult staff, and if the device was used, how it was used (i.e. texting, searching the internet, etc.).

- b. School Level Administrators will immediately notify the District Assessment Director.
- c. The LSD Director of Assessment will review the situation and complete written notification to the MDE or other required entities (i.e. College Board, etc.).

**VII. Student Consequences for Violating Policy**

- a. The consequences for students violating this policy are set forth in Section II (d), (e), and (f) above.
- b. Additional consequences, if any, will be determined following an investigation and on a case-by case basis.

**VIII. Staff Consequences for Violating Policy**

- a. The consequences for students because of staff violations are set forth in Section III above.
- b. Staff consequences will be determined following an investigation and on a case-by case basis.

**IX. Resources utilized in creating and communicating the Electronic Device Policy.**

- a. Resources used in creating the policy were documents provided by MDE. These documents include the letter dated August 25, 2022 from Andrew Middlestead, Office of Educational Assessment and Accountability explanation of policy requirements(3 pages), and policy template (4 pages).
- b. Communications to students, families and staff will be by hard copies of the policy, email, school and district newsletters, and testing robocalls, as applicable.