



Electronic Device Use Guidelines-Dearborn Schools

Guidelines for Electronic Device Use by Students and Staff during testing

Prior to test administration, District and Building Assessment Coordinators must create a specific policy for the use of electronic devices by students and staff during testing. Personal electronic devices that are not used for testing pose a large security risk to all state assessments. As accessibility to and the use of additional electronic devices has increased over the last few years, among both students and staff, instances of cheating, plagiarism, and inappropriate use of devices have had a negative impact on the validity and reliability of the state's assessments. This has also caused invalidation of student tests and has resulted in negative impacts to assessment participation and accountability.

DISTRICT/BUILDING POLICY

Document below the Electronic Device Use Policy for Students and Staff During Testing.

Policy for Students:

Document below the Electronic Device Use Policy for Students During Testing. This policy should address where students will store their personal devices and wearable technology.

- All student electronic devices (including cell phones, smart watches, Bluetooth headphones and/or other electronic devices as outlined in the OEAA Electronics Device Policy) are to remain at home or in their lockers during the duration of the testing session.
- A student may not access any additional websites or applications during testing, or for any other purpose after testing, while in the testing room
- Students are not allowed to access the device used for testing for any other purpose than to complete the test during the test session.
- No pictures or videos may be taken during testing.

Policy for Staff:

Document below the Electronic Device Use Policy for Staff During Testing.

- Staff are not allowed to bring any additional electronic devices into the testing room.
- 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



- 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 Administrators/Monitors may use cell phones or other electronic devices only to alert others that assistance is needed or in an emergency.

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

Document below how the Electronic Device Use Policy will be communicated to staff, students, and families.

- The Electronic Device Policy will be shared with staff during pre-assessment training sessions led by the district assessment director, building administrators and department heads.
- Students will be notified by their teachers and their school administrators in the weeks prior to the start of the assessment, as well as the day of testing.
- Parents and families will receive notification via the school blogs and the district website. In addition, building administrators can communicate electronic device policy with parents in their weekly email communications.

Monitoring for Use of Electronic Devices

Describe your plan for staff monitoring of students, during testing, for unauthorized access of prohibited electronic devices.

- Additional electronic devices students bring into the room are collected by staff members; the devices are powered off and stored away from the students.
- Staff is to actively verify that no student has additional electronic devices before, during, and after testing by questioning each student as they enter the testing location, reminders at the start of the assessment and by actively monitoring and circulating the room during the assessment.

Incident Reporting Plan

Describe your plan for reporting incidences of students and staff accessing prohibited electronic devices during testing. Your plan should include communication between test administrators and assessment coordinators as well as noting the person responsible for reporting incidents.

- The building testing coordinator will obtain written statements from any students, staff, and administrators involved in the incident.
- Communicate the incident with the district assessment office director who will enter the details of the incident on the BAA website or as required by the MDE Assessment office.



Student Consequences for Violating Policy

List below any additional district/building level consequences for students when the Electronic Device Policy is violated.

Confiscation

- If a student violates this policy, his/her privately owned electronic device may be confiscated. When an employee confiscates a device under this policy, he/she shall take reasonable measures to label and secure the device and turn the device over to a school administrator as quickly as the employee's duties permit. The device will only be released to the student's parent or guardian after the student has complied with any other disciplinary consequence that has been imposed.

Potential Disciplinary Actions

- The device is confiscated, a parent or guardian will be notified and asked to come to the school office to retrieve the device. Students will not be allowed to pick up the device.
- The incident is documented and filed
- Student test(s) will be invalidated according to the office of MDE/OEAA guidelines.
- Additional interventions regarding plagiarism and following testing policies and security will be provided to the student

Staff Consequences for Violating Policy

List below any additional district/building level consequences for staff when the Electronic Device Policy is violated.

- Staff will be provided additional training on test security and device use
- Staff will be assigned an additional building/district test administrator to during test administration
- Document the "out of compliance" incident and place in staff member's file
- Continue to monitor and reinforce test security and the "Electronic Device Use Guidelines-Dearborn Schools"

Resources

List below the resources you will utilize in creating and communicating your Electronic Device Use Policy.

- School blogs
- Classroom parent teacher communication tools (teacher blog, schoology, remind)

Required Staff Training

Following is a complete list of all required staff training in relation to the district/building Electronic Device Use Policy:

Training	Description
Annual MDE training and updates from the State Assessment Department (OEAA)	District assessment coordinator attend a MDE and college board training regularly for current guidelines and expectations
District Assessment training for test coordinators	District level training led by Director of Assessment for all building administrators and testing coordinators
Building level assessment training for teachers/proctors	School administrator led training prior to the testing window for all classroom teachers and proctors to review expectations and procedures

Timeline

Summarize the timeline of project-related events from start to finish.

Building test administrators attend mandatory district test security and administration training.. All testing resources are placed in secure locations. Electronic use policy is communicated with students, staff, and families. Building test coordinators conduct frequent rounds to observe and monitor testing and ensure that device use is in line with the district guidelines. Document any incidents and follow the process described in this document.