

JLCS, PBLCS, and CCLCS Cell Phone and Electronic Device Policy for State Testing

State testing guidelines prohibit cell phone and other electronic device use during state testing (ELPA21, MSAA, ACT Aspire, AP and ACT). The schools must enforce this strict cell phone policy during standardized testing to maintain test security. Any violation of this policy can result in the invalidation of the assessment and further disciplinary action according to the Student or Employee Code of Conduct.

The term *electronic device* includes any personal, non-educational device with an on-off switch *excepting medical equipment*, most commonly:

- Cell phones
- Smart phones
- MP3 players, iPods, or other music players
- iPads, tablets, laptops, or other computers
- Pagers
- Apple watch (any type of smart watch)

Schools must clearly inform students that:

- ***Bringing an electronic device into the testing area violates school and state policy.***
- ***Violation of this policy is grounds for confiscation and a search of the device.***

The following procedures must be implemented when test materials are distributed.

- Students who are testing should not bring electronic devices to the testing area.
- Electronic devices must be turned completely off. They may not be on “silent” or “vibrate” modes.
- Electronic devices may not be on a student’s body. This includes in pockets or otherwise stored in clothing.
- If brought to school, electronic devices must be stored in a secure location away from students. Acceptable storage includes in a bag, desk, locker, or central location in a classroom or school office.

If an electronic device is found on a student during testing, schools must adhere to the following procedures:

- Confiscate the electronic device and contact the Building Test Coordinator immediately.
- Building Test Coordinator will contact the District Test Coordinator and Principal.
- *Continue testing the student.*
- At the completion of a testing session, interview the student regarding use of the device.
- Enforce school/district disciplinary action.
- Fill out Testing Irregularity Reporting Form and submit to the ADE.
- Students caught with electronic devices during testing may have assessments invalidated by the ADE.
- Disciplinary actions to be decided at the campus level and if needed at the district level.