UTICA COMMUNITY SCHOOLS
Electronic Device use Protocol for Statewide Testing

Overview

Students are required to only use district-provided electronic devices during testing sessions. Students are not permitted to access personal, non-testing electronic devices when in an active testing session or while on break.

Electronic Device Examples

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 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) smart phones 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)
- Desktop computers, laptops, not used for testing

Protocols for Students

All personal student devices are to be left at home or will be kept in a secure location as determined by the building administrator for all state assessments.

Students are not permitted to use, wear, or access any personal, non-testing electronic device during testing or while on a break when any active testing session is in progress. 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. If any personal electronic device is brought into the testing environment, the staff member will collect, power down the device, label it with the student's name and place it in a secure location.

If an 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.

Additionally:
- Students are not allowed to access the device used for testing for any other purpose than to complete the test during the test 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.
- Staff is to ensure that all testing devices are configured properly and that all background applications are disabled before testing begins.
- No pictures or videos may be taken during testing.

Students bringing additional electronic devices into the testing room or accessing these devices during testing will have their test invalidated.

Protocols for Test Administrators/Test Monitors and Staff
Staff will be permitted to bring their personal device(s) into the testing environment. The device must be silenced and placed on their person, so the device is out of sight and not accessible to students.

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 within the testing room. Staff may only use an appropriately configured electronic device for monitoring state assessments, as permitted. Electronic devices should be used for no other purpose, during testing.

Accessing an additional electronic device inconsistent with the Utica Community Schools Electronic Device use Protocol for Statewide Testing 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 deems necessary.

Communication Plan
Staff members will read and review the Utica Community Schools Electronic Device use Protocol for Statewide Testing with students prior to state testing and check for understanding. Staff members will document the date and time when this process is completed.

The protocols will be communicated directly to students and shared in school newsletters, district website, and referenced in all testing letters and all other communications to families regarding state testing. In addition, communications will be translated in other languages spoken in the district.

Staff members involved in state testing must attend district-provided state assessment training prior to state test administration. The Utica Community Schools Electronic Device use Protocol for Statewide Testing will be embedded into all training sessions and included in all training materials.

Monitoring
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. Staff is to actively verify that no student has additional electronic devices before, during, and after testing.

Staff shall remind students to check that they have no electronic devices prior to test administration. Example: "Do you have earbuds in your ears or in your pocket?" "Are you wearing a smartwatch?" "Do you have a phone in your pocket?"

Incident Report Plan
The testing proctor shall report instances of electronic devices to the building administrator. The building administrator will call the district testing coordinator to report the incident and will submit a written report within 24 hours of the incident. The district testing coordinator will file an incident report and notify other district administrators as applicable.

Student Consequences for Violating the Protocols
If a student has access to a non-test electronic device and/or "wearable" technology at any point during a test session even if the student has exited or submitted their test, that student's test has been compromised and is to be invalidated due to prohibited behavior, even if the student did not use the electronic device. The student is to be removed from the testing environment and the parent or guardian will be informed of the incident. In addition to violating this policy, students would be subject to school discipline up to and including suspension or expulsion for violating the District Acceptable Use of Technology Policy and the Student Code of Conduct.

Staff Consequences for Violating the Protocols
If a test administrator or other staff in the testing room accesses a non-testing electronic device and/or photographs/communicates test content, this will result in a misadministration for the entire testing session and invalidation of the students' tests. In addition, other actions may be taken by District Administration and/or the Michigan Department of Education (MDE) as deemed necessary.

Resources
- OEAA 2022-2023 Electronic Device Use Policy
- Michigan Department of Education Assessment Integrity Guide
- Utica Community Schools Board of Education Policy 6600 Acceptable Use of Technology
- District newsletter
- School newsletter
- District website
- Testing letters sent directly to parents/guardians
- Translators
- Utica Community Schools Parent and Student Handbook 2022-2023

Required Staff Training
Staff members involved in state testing are required to attend district-provided state assessment training prior to state test administration. The Utica Community Schools Electronic Device use Protocol for Statewide Testing will be embedded into all training sessions and included in all training materials.

Timeline

September 2022 — District Leadership Team meetings

October 2022 — Presentation to Cabinet and District Curriculum Leadership Counsel

January 2023 — Training session for building administrators and testing coordinators
Training session for WIDA testing proctors
Communication to families with students participating in the WIDA assessment
Presentation to students participating in the WIDA assessment

February 2023 — Administration of WIDA assessment with full implementation of Utica Community Schools Electronic Device use Protocol for Statewide Testing

March 2023 — Training session for all state summative assessment proctors
Communication to families with students participating in state summative assessments
Presentation to students participating in state summative assessments

April 2023 — Administration of state summative assessments with full implementation of Utica Community Schools Electronic Device use Protocol for Statewide Testing