



Alabama State Department of Education Digital Device Policy for the Alabama Comprehensive Assessment Program

LEA PERSONNEL POLICY

Local education agency (LEA) personnel shall not **possess** any digital device within the testing room, or when in the presence of secure test materials, when administering or proctoring an *Alabama Comprehensive Assessment Program* (ACAP) assessment. This prohibition does not apply to school personnel who are serving as Hall Proctors. **The possession of a digital device by school personnel participating in ACAP testing is strictly prohibited during the administration of an assessment.** The **ONLY** exception to this policy is for school personnel who have been pre-approved by the Building Test Coordinator or the Principal to have a digital device that is necessary for the health and/or well-being of school personnel. All exceptions must be pre-approved in writing by the Building Test Coordinator or the school Principal by completing the *Digital Device Exception Request* form.

Each LEA shall have in place a *School Test Security Plan* for each school that includes a digital device collection plan for school personnel who will participate in the ACAP. This collection shall take place for school personnel **prior to entering the testing room.**

For the purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. This includes, but is not limited to, the following: laptops, smart phones, smart watches, fitness trackers, MP3 players, and tablets. Additionally, classroom computers must be powered off during testing.

If school personnel are in **possession** of a digital device, whether powered on or off, during the administration of an ACAP assessment, the device will be confiscated and, if the administrator determines there is reasonable suspicion that the device was used to capture, record, share test information, or to facilitate cheating on the assessment, it may be subject to search pursuant to LEA policy for any information directly related to the ACAP test being administered.

Additionally, school personnel shall be dismissed from testing, and students' tests may be invalidated. Any variance of this policy will be at the discretion of the Alabama State Department of Education (ALSDE), in accordance with guidance in the *ACAP Integrity Handbook for Test Administration*. Violation(s) may result in disciplinary action by the LEA in accordance with the LEA's policies and by the ALSDE, up to and including possible employment termination and certification action.

LEAs shall make all school personnel participating in the administration of a state assessment aware of this prohibition through inclusion of this policy in the employee handbook, required training, and may also publicize this policy through other normally accepted methods.

My signature on the OATH certifies that I have read, been trained on, and agree to abide by the *Alabama State Department of Education Digital Device Policy for the Alabama Comprehensive Assessment Program.*

Alabama State Department of Education Digital Device Policy for the Alabama Comprehensive Assessment Program

STUDENT POLICY

Students shall not **possess** any digital device within the testing room when participating in the *Alabama Comprehensive Assessment Program* (ACAP) testing. The possession of a digital device by students participating in ACAP testing is strictly prohibited during the administration of an assessment. The **ONLY** exception to this policy is for students who have been pre-approved by the Building Test Coordinator or the Principal to have a digital device that is necessary for the health and/or well-being of the student. All exceptions must be pre-approved in writing by the Building Test Coordinator or the school Principal by completing the *Digital Device Exception Request* form.

Each local education agency (LEA) shall have in place a *School Test Security Plan* for each school that includes a digital device collection plan for students who will participate in the ACAP. This collection shall take place for students **prior to entering the testing room.**

For the purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. This includes, but is not limited to, the following: laptops, smart phones, smart watches, fitness trackers, MP3 players, and tablets.

If students are in **possession** of a digital device, whether powered on or off, during the administration of an ACAP assessment, the device will be confiscated, and the student's test will be invalidated. If the appropriate administrator determines there is reasonable suspicion the device was used to capture, record, share test information, or to facilitate cheating on the assessment, the device will be subject to search pursuant to LEA policy for any information directly related to the assessment being administered. Violations may result in disciplinary action by the LEA in accordance with the LEA's disciplinary policy.

Any variance of this policy will be at the discretion of the Alabama State Department of Education, in accordance with guidance in the *ACAP Integrity Handbook for Test Administration*. Student Assessment will provide guidance to the LEA on how to proceed with further testing and the notification of the parent, and or guardian(s) and the district Superintendent.

LEAs shall make all students participating in the administration of a state assessment, parents, and/or guardian(s) aware of this prohibition through inclusion of this policy in the Student Code of Conduct Handbook and may also publicize this policy through other normally accepted methods.

To be completed by the school Principal:

PRINCIPAL'S ACKNOWLEDGEMENT

By signing, I am affirming that I will ensure, to the best of my ability, that students who participate in the *Alabama Comprehensive Assessment Program* and their parents, and/or guardian(s) will be made aware of this policy.

Printed Name of School Principal

Principal's Signature

School

District

Date