

## **Policy on the Use of Cell Phones and Electronic Devices During Statewide Assessments by Students and Staff**

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The New Hampshire Department of Education has developed the following policy on the use of cell phones and other electronic devices during the statewide assessments.

Students shall not be permitted to use, wear, or access any personal cell phone or other electronic device during the statewide assessments or while on a break during an active test session. Test administrators, proctors and related staff are required to actively monitor students during testing and breaks to ensure that electronic devices are not accessed.

Schools should develop a protocol for staff members to collect personal cell phones and other electronic devices prior to the start of a test session or otherwise ensure that students will not have access to electronic devices. Devices should be powered off and stored away from students.

The use of cell phones and electronic devices pose a security risk to statewide assessments and may result in the invalidation of student test results.

Examples of electronic devices include, but are not limited to:

- Smart phones and cell phones
- iPads, tablets, and eReaders, e.g., Kindles
- Laptops or Chromebook
- Headphones, headsets, or in-ear headphones, such as earbuds
- Smart watches (Apple, Fitbits, Samsung or any other smart watch brand)
- Smart glasses
- Any electronic device than can be used to record, transmit, or receive information not used for testing.

Electronic devices that are required as a documented, designated support or accommodation in a student's IEP or 504 Plan or are medically necessary for a student during testing are allowed.

All computers and electronic devices used for student testing are to be pre-configured to restrict access to all other applications except the applicable secure test browser prior to test administration. Students are not permitted to access any additional applications or websites for any purpose during testing or after testing while in an active test session.

### **Staff Use**

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Test administrators, proctors, and related staff are asked to have all personal devices, including wearable technology, set to airplane mode so as not to disturb students while testing. Cell phones shall not be used for personal use during the statewide assessments.

District may adopt a policy to permit test administrators, proctors, and related staff to use cell phones to contact other staff during testing, but devices should not be used to check email, social media, send or read messages, or perform any other related tasks during a testing session. All such devices should be silenced.

No pictures or videos of any kind may be taken during testing.