



## Alabama State Department of Education Digital Device Policy for ACAP Testing

Each local education agency (LEA) shall have in place a digital device collection plan for each school for both school personnel and students who participate in the Alabama Comprehensive Assessment Program (ACAP). This collection shall take place prior to school personnel or students entering the testing room.

For purposes of this policy, digital devices are defined to include anything that can capture, store, relay, or receive electronic information. Exceptions to this policy include any digital device that is medically necessary for the health and/or well-being of school personnel or students. All exceptions must be pre-approved by the ALSDE's Office of Assessment.

LEAs shall make all school personnel participating in the ACAP, students, parents, and/or guardians aware of this prohibition through inclusion of this policy in the employee handbook, the Student Code of Conduct Handbook, and may also publicize this policy through other normally accepted methods.

### LEA Personnel

LEA personnel shall not possess or use any digital device when they are administering or proctoring an ACAP test. This prohibition does not apply to school personnel who are hall monitors during the test. The possession or use of a digital device by school personnel participating in the ACAP is strictly prohibited during the administration of the test, unless pre-approved by the ALSDE. If school personnel are observed in possession of a digital device during the administration of an ACAP test the device may be confiscated. If school personnel are observed using a digital device during the administration of an ACAP test (or if there is reasonable suspicion that the device was used during the test), the device may be confiscated and searched for any information related to the ACAP. Additionally, the personnel shall be dismissed from testing, and the tests may be invalidated in accordance with ACAP policy. Violation(s) may result in disciplinary action by the LEA and by the Alabama State Department of Education, up to and including possible employment termination and certification revocation.

### Student Policy

Students shall not possess or use any digital device when they are participating in ACAP testing. The possession or use of a digital device by a student participating in the ACAP is strictly prohibited during the administration of the test, unless pre-approved by the ALSDE. If a student is observed in possession of a digital device during the administration of an ACAP test, the device may be confiscated. If a student is observed using a digital device during the administration of an ACAP test (or if there is reasonable suspicion that the device was used during the test), testing for the student shall cease, the device may be confiscated and searched for any information related to the ACAP. Additionally, the student shall be dismissed from testing, and the student's test shall be invalidated in accordance with ACAP policy. Violation(s) may result in disciplinary action by the LEA in accordance with the LEA's disciplinary policy.

**By signing I am affirming that I understand, accept, and will comply with this policy.**

\_\_\_\_\_  
Name (Typed or Printed)

\_\_\_\_\_  
District

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School

\_\_\_\_\_  
Date