

**Carbondale Area School District
PSSA and Keystone Exam
Electronic Device Policy**

The Pennsylvania Department of Education (PDE) has implemented the following Electronic Device Policy:

Cell phones and other electronic devices are not allowed during test administration.

Test administration will include the entire time a student is present in the testing room.

Cell phones and other electronic devices must be left in lockers or at home, and not brought to the testing room. Any cell phones, smart phones, smart watches and other prohibited devices brought to the testing room will be collected as students enter.

If the student violates the cell phone or electronic device policy in any manner during the administration of the test, **all** of the following consequences will occur:

- A "Do Not Score" label will be placed on the student's answer booklet and the student must retake the exam during the same administration testing window in order to receive a score;
- The phone or electronic device will be confiscated until such time that the parent or guardian can come to the school, and in the presence of the parent or guardian, cell phone or other electronic device will be viewed to ensure that no information or material regarding the assessment is present.
- Any items on the assessment that have been compromised, and can no longer be used will have to be replaced. Parents and students may be held responsible for the replacement cost of these assessment items.
- School level disciplinary action will be applied (a minimum of a one day out-of-school suspension up to a maximum of expulsion). The student's discipline will vary depending on whether test materials have been compromised, as well as other factors.

As a result of the Pennsylvania Department of Education policy, the Carbondale Area School District has outlined the following procedures to ensure the security of the test administration:

Administrators and teachers will remind students not to bring to class cell phones, cameras, or any other similar type of device which could be disruptive and/or take a photo of the assessment.

Carbondale Area Elementary students are not allowed to have cell phones or other electronic devices in their possession or at their desk during the school day. This same rule will be followed during PSSA test administration. Prior to the test administration, all students will be asked if they have a cell phone or other electronic device in their possession. If so, students will be directed to place these devices in an envelope, mark their name on the envelope and place the envelope on the teacher's desk in the front of the room. If a student is found to be in violation of the cell phone policy, the above listed disciplinary action will be taken.

Carbondale Area Junior-Senior High School students are not allowed to have cell phones or other electronic devices in their possession during the school day. Prior to the test administration, all students will be asked if they have a cell phone or other electronic device in their possession. If so, students will be directed to place these devices in an envelope, mark their name on the envelope and place the envelope on the desk in the front of the room. Students will be allowed to pick up the labeled envelope at the end of the test period. These devices will be temporarily removed from a student's possession. If a student is found to be in violation of the cell phone policy, the above listed disciplinary action will be taken.