

IMPORTANT NOTICE REGARDING ELECTRONIC DEVICES

Dear Parent or Guardian,

The Longwood High School Administration is requesting your assistance. Due to changes in testing regulations, it is important that students **DO NOT BRING ANY ELECTRONIC DEVICES** to school during testing week. This includes such devices as: cell phones, ipods, ear-buds etc. Having these devices during the test will lead to their test being invalidated, regardless of their intended use, or if the device is active or unintentionally set off. Refusal to turn over a device prior to the test starting will lead to test invalidation or refusal to be allowed in a testing area. This policy applies to Regents exams and midterm/final examinations.

We will be making the following accommodation on a limited basis to limit the amount of invalidated exams. As always, students will have the opportunity to check their bags with Security prior to entering an exam room. They will also have the opportunity to give their electronic device to their proctor prior to the beginning of the exam period. Electronic devices that are collected in the classroom will **NOT** be returned until **ALL** tests are collected. Furthermore, Longwood faculty and staff will **NOT** be responsible for any misplaced, lost or stolen items.

Electronic devices will not be returned until all students have handed in their exam, which can be as long as 3 hours. Unfortunately, the next set of buses leaves at 11:15AM and 3:10PM respectively. There are significantly fewer buses during that period of time. More students taking the later buses will lead to increased transit times home.

KEEPING ELECTRONIC DEVICES HOME is the best way to avoid testing invalidations, testing delays and maintaining a positive testing environment. We are strongly requesting that you actively encourage your son or daughter to **KEEP ELECTRONIC DEVICES HOME**.

We understand that such devices are useful in making arrangements for day-to-day activities. The Longwood building administration would request that on the scheduled days, you make the appropriate arrangements in advance and, if necessary, you can contact your son's or daughter's administrator if there are any changes that need to be communicated to your child directly. Your child can also contact you through their administrator, counselor or the main office phone if need be.

Thank you for your attention in this matter. I have included a summary of the State regulations. We greatly appreciate the support from our parents.

Sincerely,

Michael Kapfer
Assistant Principal

Summary of New York State Regulation Student Use of Communications Devices

PLEASE NOTE: This procedure has been revised effective with the August 2012 administration.

All students are prohibited from bringing cell phones and certain other electronic devices, as defined below, into a classroom or other location where a State exam is being administered. Test proctors, test monitors, and school officials shall retain the right to collect and hold any prohibited electronic devices prior to the start of the test administration. **Admission to the test shall be denied to any student who is in possession of a cell phone or other prohibited electronic device and refuses to relinquish it.** You cannot have any communications device, including a cell phone, with you during this exam or during any breaks (such as a restroom visit). Such devices include, but are not limited to:

- Cell phones
- Blackberry devices and other PDAs
- iPods and MP3 players
- iPads, tablets, and other eReaders
- Laptops, notebooks, or any other personal computing devices
- Cameras or other photographic equipment
- Headphones, headsets, or in-ear headphones such as ear buds
- Any other device capable of recording audio, photographic or video content, or capable of viewing or playing back such content

If you bring any of these items to the building and have not stored it with security you **MUST** turn it into the proctor prior to the test being distributed. **You may not keep your cell phone or any of these items with you, or near you, including in your pockets, backpack, desk, etc.** If a student keeps a cell phone or any of these items with them, their **exam will be invalidated** and they will get no score.

Any student observed with any prohibited device while taking a State exam must be directed to turn it over to the proctor or monitor immediately. To allow for all possible outcomes of procedural due process, the student should be allowed to complete the exam. The incident must be reported promptly to the school principal. If the principal determines that the student had a prohibited device in his or her possession during the test administration, the student's test **must be invalidated**.

The incident must be promptly reported, in writing, to APDA as is the case for all testing irregularities, mis-administrations, or other violations of State testing policy and procedures.

Note: Some students with disabilities may use certain recording/playback devices **ONLY IF** this accommodation is specifically required as a provision of the student's IEP or 504 Plan. In addition, a student may be allowed to retain an otherwise prohibited device in his or her possession if there is documentation on file at the school from a medical practitioner that the student requires such a device during testing. Without such documentation, the general policy on communications devices is as provided.