

The background of the slide is an aerial photograph of a city skyline, likely Austin, Texas, during the golden hour. The skyline is reflected in a body of water in the foreground. The text is overlaid on a white rectangular area in the center of the image.

# Technology Use Guidelines

**2019-2020**

# Purpose of this Document

- **This document is intended to expand on the [Technology Guidelines](#) policy document is currently available in the *District and Campus Coordinator Resources (DCCR)*.**
- **The purpose of this presentation is to provide additional guidance to school personnel in their selection of technology resources for state assessments. It includes clarifications and examples of appropriate technology use during state assessments.**

- **Technology Guidelines**
- **STAAR Dictionary Policy**
- **STAAR Calculator Policy**
- **Designated Supports**
  - **Basic Transcribing**
  - **Calculation Aids**
  - **Spelling Assistance**

- **Districts are required to have procedures in place to prevent the use of personal electronic devices during test administrations.**
- **When districts are using allowed or approved technology, including technology-based accessibility features and designated supports, these guidelines for test security and validity must be followed when reviewing the technology for appropriateness prior to its use during an assessment.**
- **Appropriate review requires knowledge of the state curriculum (Texas Essential Knowledge and Skills) for the specific grade level and subject, as well as the capabilities and functions of the device or software to be used during the assessment.**

- **For technology-based designated supports, a student may use allowed technology during a state assessment if he or she routinely and effectively uses it during classroom instruction and classroom testing and is approved to use it based on the decisions of the appropriate committee (e.g., ARD committee, 504 committee, LPAC, RTI committee, or student assistance team).**
- **Some technology may be useful during a daily academic setting. However, this technology cannot be used during a state assessment if it has any functionality that creates an assessment concern that cannot be addressed (e.g., a word processor for basic transcribing that allows access to an internet browser).**

- **District or campus personnel must conduct additional reviews of technology after any upgrade or update to determine if it continues to meet TEA guidelines for use during a state assessment.**
- **All technology used during state assessments must adhere to these guidelines.**
- **Test administrators must actively monitor the use of the technology during a state assessment.**



- **For a device or software to be considered appropriate for state assessment use, it must**
  - be set in a mode that locks the user into a specific software program(s) [e.g., kiosk mode or a districtwide Mobile Device Management system (MDM)]; and/or
  - block the user from accessing functionality that may violate test security, such as
    - the ability to send secure test content (e.g., messages, captured images, videos);
    - the ability to send or receive any person-to-person communication about secure test content (e.g., chat, video); and
    - the ability to save secure test content (if the device or software requires a student's response to be temporarily saved, the district must ensure the file is permanently deleted after the administration).

- **Tablet devices may be used for calculation applications, speech-to-text applications, word processor applications, and dictionary applications. When using tablet applications, districts must ensure the application does not provide functionality that compromises the curriculum assessed.**
- **If an application or software program requires an internet connection to function (e.g., a speech-to-text application requires access to an internet-based word bank), it should be set in a mode that prevents the student from accessing the internet through a browser or accessing any other aids beyond the allowable supports.**
- **If you have questions about whether specific technology meet these guidelines, contact the most appropriate person in your district (e.g., technology staff, curriculum staff).**
- **Applications may NOT be accessed on a cell phone.**





## Designated Supports that May Include Technology

### Basic Transcribing



- Word processor
- Speech-to-text

### Calculation Aids for grades 3-7



- Basic (i.e., four-function) calculator

### Spelling Assistance



- Spell-check
- Word prediction
- Text-to-speech
- Speech-to-text

# Basic Transcribing Designated Support Policy

**The test administrator may carry out Basic Transcribing to transfer an eligible student's responses onto the test booklet, answer document, or into the online testing platform in these situations only.**

- The student writes or circles responses in the test booklet for multiple-choice or griddable questions.
- The student points to responses in the test booklet or on the computer screen for multiple-choice questions.
- The student dictates or signs responses for multiple-choice and griddable questions.
- The student writes responses on another workspace (e.g., scratch paper, dry erase board) or types responses on a word processor for multiple-choice questions, griddable questions, or the writing prompt.
- The student uses speech-to-text technology to indicate responses for multiple-choice questions, griddable questions, or the writing prompt.
- The student dictates or signs information to be recorded in the margins of the test booklet or in the notes tool for online tests (does NOT apply to math calculations or responses to the written composition).

# Basic Transcribing

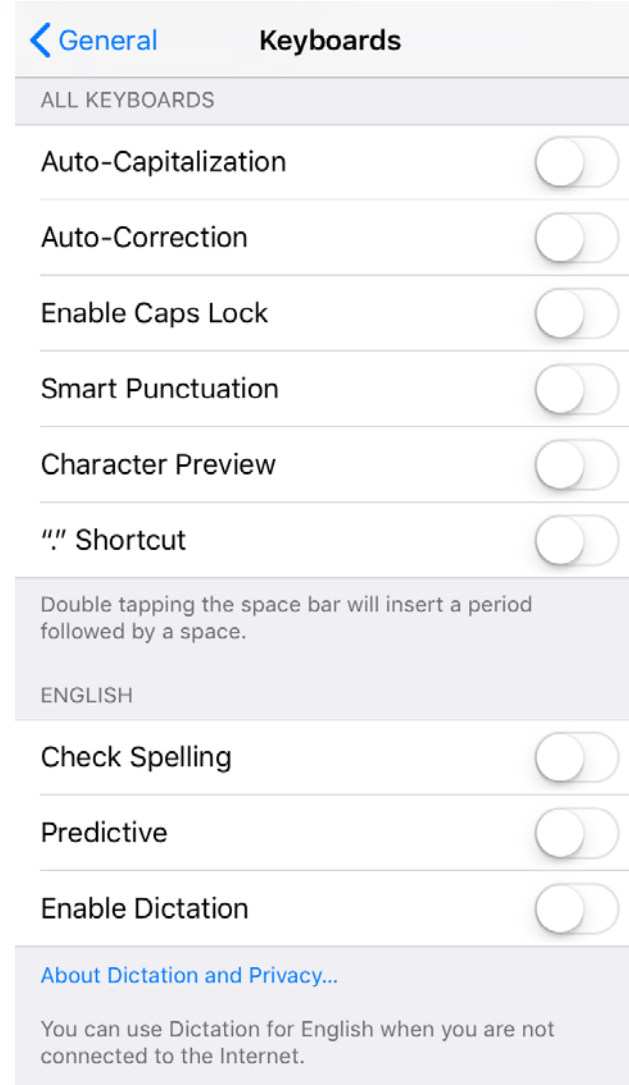
## Word Processor: Features NOT Allowed

**If the eligible student is taking an online test, a separate desktop or laptop may be necessary, or the online test will need to be paused so the student can use the software. Features that must be disabled or made unavailable as outlined in the [Technology Guidelines](#) for eligible students receiving this designated support include:**

- internet capabilities (If a word processing software requires an internet connection to function, it should be set in a mode that prevents the student from accessing an internet browser or accessing any other aids beyond the allowed supports.);
- any feature that will allow the ability to access other programs/features not allowed on the device;
- any feature that will edit or aid a student's response (e.g., spell-check, word predictor, auto-correct for punctuation, capitalization, etc.);
- saving capabilities (If a word processing software requires a student's response to be temporarily saved, the district must ensure the file is permanently deleted after the administration.); and
- any feature that will allow the ability to share/email a response.



- **This is an example of a tablet's keyboard settings which allow you to disable features that are NOT allowed.**
- **For assistance on how to disable features on your specific application, perform a web search or contact your district's IT department or region service center's assistive technology representative.**

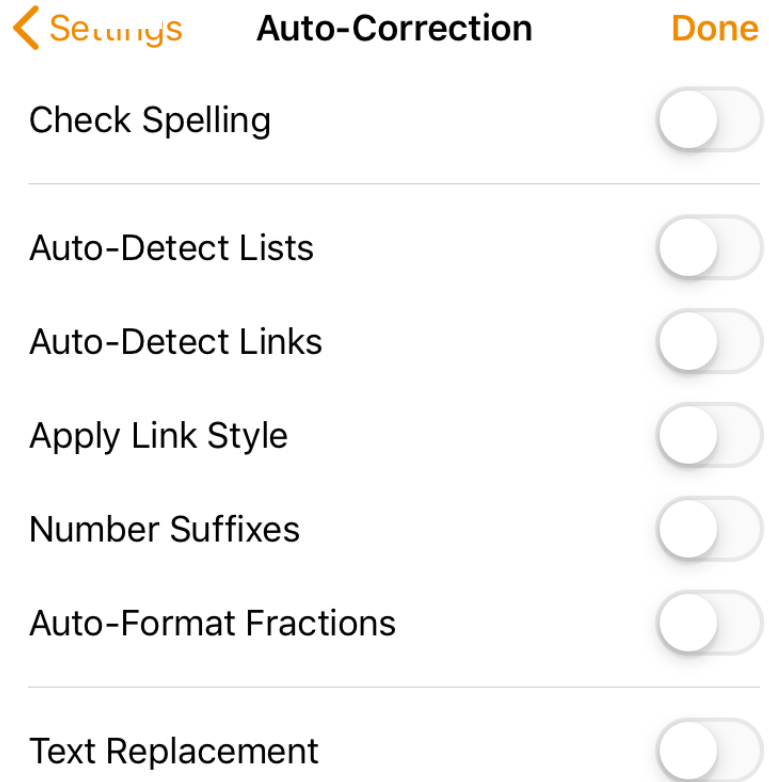




# Basic Transcribing Speech-to-Text: Features NOT Allowed

**An eligible student may use speech-to-text technology outside of the testing platform if he or she routinely uses this support during instruction. This may be in the form of an application on a tablet or software on a desktop or laptop. Features that must be disabled or made unavailable as outlined in the technology guidelines for eligible students receiving this designated support include:**

- any feature that will edit or aid a student's response, such as, but not limited to:
  - grammar check (i.e., automatic underline that indicates to student a correction is needed); and
  - automatic capitalization and punctuation;
- any feature that will save a typed response (If a speech-to-text application requires a student's response to be temporarily saved, the district must ensure the file is permanently deleted after the administration.);
- any feature that will allow the ability to share/e-mail a response;
- internet capabilities (If a speech-to-text application requires an internet connection to function, it should be set in a mode that prevents the student from accessing an internet browser or accessing any other aids beyond the allowed supports.);
- translation services; and
- any feature that will allow the ability to access other programs/features not allowed on the device.



- **This is an example of a speech-to-text application's settings, which allow you to disable features that are NOT allowed.**
- **For assistance on how to disable features on your specific application, perform a web search or contact your district's IT department or region service center's assistive technology representative.**



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