

**AA 32****Use of Electronic Devices in Class**

Classification:	Academic Affairs
Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Vice President, Academic
Approval Authority:	President's Executive Committee
Date First Approved:	2000.12.01
Date Last Reviewed:	2011.11.23
Mandatory Review Date:	2016.11.23

**PURPOSE**

To address the use of mobile computing devices during classes and evaluation sessions by students

**SCOPE**

All students, professors and instructors while in the learning environment

**DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
Evaluation Session	A period of time when a formal measurement of student learning occurs that may include, but is not limited to, an examination, a test, a laboratory demonstration or project
ISP	Individual Student Plan
CSD	Centre for Students with Disabilities
Mobile Computing Device	A portable computing or telecommunications device that can execute programs and/or connect to the internet or any other telecommunications network. This definition includes, but is not limited to, notebooks, tablets, iPads, and all types of smart phones and cell phones.

**POLICY**

1. Technology is an essential component of many facets of modern higher education today including the core activity of teaching and learning. When used effectively, these tools can increase interaction between students and professors, and assist the students to collect, analyse and apply new knowledge while supporting the development of independent learning, communication, collaboration, and thinking skills.

2. Students are encouraged to use College standard and personal mobile computing devices which may improve their learning experience and success. When used effectively, these electronic devices can increase student engagement and enhance their overall learning environment.
3. In order to ensure a productive and positive teaching and learning environment for all students, it is important that the learning environment is free of unnecessary interruptions or distractions that may inhibit student learning. To ensure the learning environment is most conducive to student learning, the use of mobile computing devices in the classroom and evaluation sessions is ultimately at the discretion of the professor.
4. While in class or doing an evaluation session, students can make arrangements to be contacted in case of a personal emergency, using the form found in Appendix 1.

### **Classroom**

5. Generally, the use of mobile computing devices in the classroom is limited to note taking, accessing course materials, and performing a variety of independent or collaborative exercises assigned by the professor. Unless approved by the professor before the class starts, the use of mobile computing devices for personal surfing of the web, downloading of non-course related material, use of messaging software, or gaming is not to take place.
6. Regardless of the activity being performed on a mobile computing device, a student who is asked by the professor to close the lid of his/her laptop, turn off the monitor or other electronic device, or simply put the device away must comply with the professor immediately.
7. Students who require access to or the use of mobile computing devices (e.g. cell phones) for personal reasons during the class must obtain prior approval from the professor or instructor before the class begins. Under no circumstances may personal phone conversations occur inside the class during normal scheduled activity.
8. Audio and video recordings of classroom lectures or activities must be approved by the classroom professor or instructor prior to the beginning of the scheduled session. Recordings may only be used for individual study of materials presented during class and may not be published or distributed without the consent of the professor or instructor. Videos that contain images of other students may not be published or distributed without the consent of all students depicted in the video. Intentional misuse of mobile computing devices or recordings, or intentional misrepresentation when requesting the use of a device for recording, shall constitute a violation of this policy.
9. Disciplinary actions will be taken against students making unauthorized use of mobile computing devices in class under policy AA 18 *Academic Discipline*.

### **Evaluation Session**

10. The use of any mobile computing device during an evaluation session is not permitted unless the professor has approved its use.

11. A student found to be using any mobile computing device during a test or examination without prior approval by the professor will be charged with an act of academic dishonesty under the policy AA 18 *Academic Discipline*.

### Students with Disabilities

12. Students with disabilities will provide their professors with an Individual Student Plan (ISP) each semester, which outlines any accommodation requirements needed in the classroom and for evaluation or final assessment purposes. As stated in Policy AC 01 *Students with Disabilities*, these accommodations may include electronic or mobile computing devices. Professors are to consult the counsellor who has signed the ISP, if they have questions or need clarification.

## PROCEDURE

<u>Action</u>	<u>Responsibility</u>
<b>1. Classroom</b>	
1.1 Inform students, at the beginning of each semester, the mobile computing devices allowed in class and state how these are to be used. Also post a notice at the beginning of each term on the Course Section Information within the learning management system.	Professor
1.2 Request permission from professor if a different mobile computing device is needed beyond the ones allowed in class. If the request is denied, appeal the decision to the Chair. The Chair's decision is final.	Student
1.3 Request permission from professor to audio or video record a class. If the request is denied, appeal the decision to the Chair. The Chair's decision is final.	Student
1.4 Impose a disciplinary action under SA 07 <i>Student Conduct</i> if a student uses mobile computing devices for non-learning activities in the class or refuses to turn off a cell phone or other electronic device.	Professor
<b>2. Evaluation Session</b>	
2.1 Inform students that the mobile computing devices are not to be brought into the evaluation session unless agreed to by the professor or instructor. Inform students that bags and mobile computing devices are to be left at the back of the room where the evaluation session is being held.	Professor
2.2 Confiscate the evaluation and charge the student under AA 18 <i>Academic Discipline</i> if a student is found to use a mobile computing device without prior permission during an	Professor

evaluation session.

### 3. Contact in Case of Emergency

#### 3.1 During class:

Inform the professor prior to the beginning of the class if a personal emergency may require the student to receive a call. Under exceptional circumstances, a professor may allow a student to accept calls on a cell phone if the request is made prior to the start of the class. The cell phone ringer will be on vibrate mode.

Student

#### 3.2 During an examination:

Provide the telephone number of the departmental secretary and notify the departmental secretary to expect an emergency call. Students can also make arrangements to be contacted in case of a personal emergency, using the form found in Appendix 1.

Student

## SUPPORTING DOCUMENTATION

Appendix 1: Students' Association EMERGENCY HOTLINE FORM

## RELATED POLICIES

AC 01 Students with Disabilities  
AA 18 Academic Dishonesty and Discipline  
SA 07 Student Conduct

## RELATED MATERIALS

None

## AA 32: APPENDIX 1

### STUDENTS' ASSOCIATION EMERGENCY HOTLINE FORM

Please note: you must fill out a new form every semester.

Fill out this form and drop it off at the Students' Association office C-151 Woodroffe Campus, room 117 Pembroke Campus or Secretariat, Perth Campus.

Last name: \_\_\_\_\_

First name: \_\_\_\_\_

Locker #: \_\_\_\_\_

Semester: check one

Fall \_\_\_\_\_

Winter \_\_\_\_\_

Spring \_\_\_\_\_

### TIMETABLE

Please include your building, room number and time of all your classes under each day.

(i.e. B-237, 9-11 am)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

Other persons we may refer the caller to in case we are unable to reach you:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_