

Ch5-s5-06

Use of Electronic Devices in Class

Responsible Authority:	Vice President, Academic
Approval Authority:	Senior Team
Date First Approved:	2013-May-08
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Mandatory Review Date:	2024-Aug-16

PURPOSE

The purpose of this policy is to provide the College Community with guidelines for the use of electronic devices by students during classes and evaluation sessions. This policy will provide the parameters for the appropriate use of technological devices in an academic setting.

Confederation College recognizes the importance of innovative and progressive technologies that support excellence in teaching and learning, promote integrated learning, and facilitate global engagement and citizenship. This policy is aimed at ensuring all learners have access to technologies to enhance their learning during course instruction and or assessment while simultaneously placing the responsibility of establishing guidelines for educational purposes with the faculty member. With regards to students with disabilities, faculty will follow the Student Accommodation Practices, 5-4-04.

SCOPE

This policy applies to the College community which includes students, staff, volunteers and visitors and the general public within the learning environment.

DEFINITIONS

This includes an explanation of terms and abbreviations used within the policy and procedure.

Word/Term	Definition
Electronic Devices	Any technological device including, but not limited to, tablets, cell phones, laptops, audio and video recording devices and digital cameras
Evaluation Session	A period of time when a formal measurement of student learning occurs that may include, but is not limited to, examination, test, laboratory demonstration, presentation or project.
Class	Any setting within the learning environment (classroom, laboratory, shop, clinical or practicum placement)
Accommodation Plan (AP)	A confidential memo to faculty identifying accommodations for learning for students with disabilities based on documented functional limitations.

POLICY**1. Management of Electronic Devices in the Classroom**

- 1.1 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 electronic devices in the classroom and evaluation sessions is at the discretion of the faculty member.
- 1.2 Generally, the use of electronic devices in the classroom is limited to learning activities (note taking, accessing course materials, completing independent or collaborative exercises, etc.) as assigned by the faculty member.
- 1.3 The use of electronic devices for non-academic purposes is not allowed, unless approved by the faculty member.
- 1.4 Audio and video recordings of classroom lectures or activities must be approved by the faculty member 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 approval of the faculty member. Videos and audio-recordings that contain images and/or voices of other students may not be published or distributed without the approval of all individuals in the recording. Misuse of electronic devices or recordings, or misrepresentation when requesting the use of a device for recording will be determined as a breach of this policy and will result in disciplinary action under the Student Code of Conduct, 5-5-02.
- 1.5 Disciplinary actions will be taken against students making unauthorized use of electronic devices in class under the Student Code of Conduct, 5-5-02.
- 1.6 The use of any electronic devices during an evaluation session is not permitted unless the faculty member has approved its use. A student found to be using any electronic device during an evaluation session without prior approval by the faculty member will be determined as a breach of this policy and will result in disciplinary action under the Academic Integrity Policy, 5-5-01.

2. Use of Audio Recording of Lectures by Students with Disabilities

- 2.1 Permission to audio-record classes will only be granted through the Student Accessibility Services office to students who have submitted appropriate documentation identifying the accommodation as supportive of their disability on their Accommodation Plan (AP).
- 2.2 The need for this specific accommodation will appear on the Accommodation Plan that is sent to the faculty member.
- 2.3 Students for whom this is an approved accommodation will be required to abide by and sign the Recording Device Policy Agreement with Student Accessibility Services staff confirming that the recording will be used exclusively for the purposes of personal study.
- 2.4 It is the faculty's responsibility to allow the student with the approved accommodation to record the lecture, regardless of the delivery mode of the course.

As per the Recording Device Policy Agreement:

- 2.5 Student Accessibility Services will notify faculty by forwarding the signed Recording Device Policy Agreement prior to the recording of any lecture or picture taking of course content.
- 2.6 It is the student's responsibility to record with the provided software within the parameters of the Recording Device Policy Agreement.
- 2.7 Recordings/images cannot be published or distributed. In addition, audio that contains the voices of other students, or video/pictures that contain images of students cannot be distributed.
- 2.8 It is the student's responsibility to record the lecture, however the faculty member reserves the right to control the operation of a recording device or camera in their class.
- 2.9 The student must turn off the device during class discussions.
- 2.10 It is the student's responsibility to delete all copies of the audio recording at the completion of the course.
- 2.11 Any misuse of audio recording will be considered a breach of this policy and will result in disciplinary action under the Student Code of Conduct Policy, 5-5-02.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Classroom/Learning Environment	
1.1 Inform students at the beginning of each semester, of the specific guidelines regarding the use of electronic devices that are allowed in the classroom and state how these are used.	Faculty
1.2 Students with an approved Audio Recording of Lectures accommodation will be required to sign the Recording Device Policy Agreement, Appendix 1.	Student Accessibility Services
1.3 If a student breaches this policy, disciplinary action will be taken under the Student Code of Conduct Policy, 5-5-02.	Chair/Dean
2. Evaluation Session	
2.1 Inform students that electronic devices are not to be used during an evaluation session unless prior approval has been given by the faculty member.	Faculty
2.2 If a student is found to be using an electronic device without prior permission during an evaluation session, the evaluation will be confiscated and the student may be charged with an act of academic dishonesty under the Academic Integrity Policy, 5-5-02.	Chair/Dean
3. Contact in Case of Emergency	
3.1 During Class and Evaluations: Inform the faculty member prior to the beginning of the class if a personal emergency may require the student to receive a call. Under exceptional circumstances, a faculty member 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

SUPPORTING DOCUMENTATION

Appendix 1 Recording Device Policy Agreement

RELATED POLICIES

[Student Code of Conduct, 5-5-02](#)

[Academic Integrity, 5-5-01](#)

RELATED POLICIES , cont'd

[Academic Dispute Resolution Policy, 5-1-02](#)

[Student Accommodation Practices, 5-4-04](#)

[Accessibility and Accommodation, 1-1-11](#)

[Counselling Confidentiality, 5-4-01](#)

[Service to Persons with Disabilities, Ch1-s1-12](#)

[Respectful Work & Learning Environment Workplace Harassment\), Ch4-s2-01](#)

[Acceptable Use of Information Technology Resources, 7-1-01](#)

Copyright, Fair Dealing Policy – Under review

RELATED MATERIALS

Accessibility for Ontarians with Disabilities Act (AODA), 2005

<https://www.ontario.ca/laws/statute/05a11>

Policy on accessible education for students with disabilities, 2018

<http://www.ohrc.on.ca/en/policy-accessible-education-students-disabilities>

Policy on preventing discrimination based on mental health disabilities and addictions, 2012

<http://www.ohrc.on.ca/en/policy-preventing-discrimination-based-mental-health-disabilities-and-addictions>



Student Accessibility Services

RECORDING DEVICE POLICY AGREEMENT

I understand that because of my accommodation, I have the right to record class lectures/take still images of course content for my personal study use only.

I understand that Student Accessibility Services will notify faculty by forwarding this agreement *prior* to the recording of any lecture or taking pictures of course content. I understand it is my responsibility to record the lectures, however the faculty member reserves the right to control the operation of a recording device or camera in their class. The student must turn off the device during class discussions. **Consideration must be given to students’ discussion and disclosure in the classroom.**

I understand that recordings/images cannot be published or distributed. In addition, audio that contains the voices of other students, or video/pictures that contains images of students cannot be distributed.

I understand that it is my responsibility to destroy (delete) all copies of the audio recordings at the completion of the course and not retain any part or whole of any recordings.

I understand that violating this agreement may result in the inability to record/take pictures, as well as a review of access to similar services in the future. This may also be considered a violation of the *Confederation College Student Code of Conduct.*

I have read and understand the Recording Device Policy Agreement and I agree that I will follow the terms of this agreement in accordance with the spirit of the policy.

Student’s Signature

Date

Student Accessibility Services Authorization

Date