

Policy Title	Use of Electronic Devices: Part 1 – Use of Electronic Devices <i>in Class</i> Part 2 – Use of Electronic Devices for the Purpose of Accessibility (page 4)
Policy Holder	Vice President Academic
Policy Approver(s)	Senior Team
Related Policies	Part 2 Use of Electronic Devices for the Purpose of Accessibility Ch5-s5-02 Student Code of Conduct Ch5-s5-01 Academic Integrity Ch5-s5-06 Electronic Devices for the Purpose of Accessibility – Part 2
Appendices	Appendix 1 Recording Device Agreement
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2025-01-01
Next Review Date	2030-01-01

Purpose

The purpose of this policy is to provide the College Community with guidelines and parameters for the appropriate use of electronic devices by students during classes and evaluation sessions, ensuring effective and productive learning environments.

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/staff member.

Scope

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

Definitions

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).

Governing Laws and Regulations

n/a

Policy Statements

1. Management of Electronic Devices in the Classroom or Clinical Settings

- 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 or any clinical environment and evaluation sessions is at the discretion of the faculty/staff member, outside of accessibility supported needs.
- 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/staff member.
- 1.3. The use of electronic devices for non-academic purposes is not allowed unless approved by the faculty/staff member.
- 1.4. Audio and video recordings of classroom lectures or activities must be approved by the faculty/staff 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/staff 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. A student found to be using any electronic device during an evaluation session without prior approval by the faculty/staff member will be determined as a breach of this policy and will result in disciplinary action under the Academic Integrity Policy, 5 5-01.

Non-Compliance

Failure to adhere to this policy regarding the use of electronic devices will result in disciplinary actions as outlined under the Student Code of Conduct, Academic Integrity Policy, and any other relevant college regulations.

Students found in violation of these terms may face consequences ranging from warnings to formal disciplinary actions, up to and including suspension or expulsion, depending on the severity of the breach. The college will review each case individually, considering the context and nature of the non-compliance.

Revision History

Version	Change	Author	Date of Change
2025-01-01	Split the Policy into “In class” and “for the purpose of Accessibility”	Darcy McWhirter	2024-12-15

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Related Policies	Part 1 – Use of Electronic Devices in Class Ch5-s5-02 Student Code of Conduct Ch5-s5-01 Academic Integrity Ch5-s5-06 Electronic Devices for the Purpose of Accessibility
Related Procedures	
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2025-01-01
Next Review Date	2030-01-01

Purpose

The purpose of this policy is to establish clear recording standards to ensure that students with disabilities and medical conditions have equitable access to educational services at Confederation College in accordance with the Ontario Human Rights Code, RSO 1990, c H.19; the Accessibility for Ontarians with Disabilities Act, 2005, SO 2005, c 11; and associated policies and regulations, including the Ontario Human Rights Commission Policy on Accessible Education for Students with Disabilities (2018). Confederation College supports students with disabilities, promotes an inclusive learning environment, and aligns with the principles outlined in the Ontario Human Rights Code.

Scope

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

Definitions

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.
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Governing Laws and Regulations

Accessibility for Ontarians with Disabilities Act, 2005 (AODA).
Ontario Human Rights Code

Policy Statements

1.0 Use of Audio Recording of Lectures by Students with Disabilities When Approved by Student Accessibility Services

- 1.1 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).
- 1.2 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.
- 1.3 Faculty members will be notified of any recording accommodations to ensure awareness and help facilitate the recording process. This will be done by means of the student's Accommodation Plan (AP). A copy of the Recording Policy Agreement is available to faculty upon request.
- 1.4 It is the faculty/staff's responsibility to allow the student with the approved accommodation to record the lecture, regardless of the delivery mode of the course.

1.5 No recordings made under the recording policy shall be used against another student, staff, or faculty/staff member. Any complaints regarding the class or its members shall follow the college's complaints process for resolution.

2.0 As per the Recording Device Policy Agreement:

2.1 It is the student's responsibility to record with the provided software within the parameters of the Recording Device Policy Agreement.

2.2 It is the student's responsibility to record the lecture; however, the faculty/staff member reserves the right to control the operation of a recording device in their class.

2.3 The student must turn off the recording device during class discussions when instructed by the faculty member to do so. (All forms of note-taking should cease in these circumstances.)

2.4 Recordings/images cannot be published or distributed. There are no exceptions.

2.5 It is the student's responsibility to delete all copies of the audio recordings at the completion of the course/semester.

2.6 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.

3.0 Additional Recording of Lecture Information:

3.1 Faculty/staff members may choose to use recordings of lectures as a tool for universal design for learning (UDL), enhancing accessibility and supporting the diverse learning styles within their classes.

3.2 Recordings may be used for the purpose of notetaking, either by the student or by an approved note-taker assigned by the Student Accessibility Services, to ensure accurate and comprehensive documentation of class content for students who require this accommodation.

Non-Compliance

Failure to adhere to this policy regarding the use of electronic devices will result in disciplinary actions as outlined under the Student Code of Conduct, Academic Integrity Policy, and any other relevant college regulations.

Students found in violation of these terms may face consequences ranging from warnings to formal disciplinary actions, up to and including suspension or expulsion, depending on the severity of the breach. The college will review each case individually, considering the context and nature of the non-compliance.

Revision History

Version	Change	Author	Date of Change
2025-01-01	Split the Policy into “In class” and “for the purpose of Accessibility”	Darcy McWhirter	2024-12-15

Ch5-s5-06: APPENDIX 1**Recording Device Use for Accessibility Agreement****Student Accessibility Services****RECORDING DEVICE 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) any and all copies of the audio recordings at the completion of the course and will 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