

 <p>Confederation COLLEGE</p> <p>COLLEGE PRACTICE</p>	Number: 5-5-06	# of pages – 2
	Originator:	Office of the Vice President Academic
	Approved By:	SSALT
	Effective Date:	May 8, 2013
	Replaces:	NEW
USE OF ELECTRONIC DEVICES IN CLASS		

1. Purpose

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

2. Scope

All students, professors and instructors while in the learning environment

3. Definitions

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.

AP: Accommodation Plan

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.

Class: Can include any setting within the learning environment (classroom, laboratory, shop, clinical or practicum placement).

4. Policy

- a. 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, analyze and apply new knowledge while supporting the development of independent learning, communication, collaboration, and thinking skills.
- b. 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.
- c. 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.
- d. While in class or doing an evaluation session, students can make arrangements to be contacted in case of a personal emergency by discussing with the faculty member prior to the session.
- e. 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.
- f. 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.

- g. 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 faculty or instructor before the class begins. Under no circumstances may personal phone conversations occur inside the class during normal scheduled activity.
- h. 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.
- i. Disciplinary actions will be taken against students making unauthorized use of mobile computing devices in class under Academic Dispute Resolution Policy (5-1-02).
- j. The use of any mobile computing device during an evaluation session is not permitted unless the faculty member has approved its use.
- k. A student found to be using any mobile computing device during an evaluation session without prior approval by the professor will be charged with an act of academic dishonesty under the Academic Integrity Policy (5-5-01).
- l. Students with disabilities will provide their professors with an Accommodation Plan (AP) each semester, which outlines any accommodation requirements needed in the classroom and for evaluation or final assessment purposes. As stated in the Student Accommodation Practice (5-4-04), these accommodations may include electronic or mobile computing devices. Faculty members are to consult the Academic Support Centre staff member who has signed the AP, if they have questions or need clarification.

5. Procedure

<u>Action</u>	<u>Responsibility</u>
1. Classroom	
1.1 Inform students at the beginning of each semester, of the mobile computing devices allowed in class and state how these are to be used.	Faculty
1.2 Request permission from faculty member to audio or video record a class.	Student
1.3 Impose a disciplinary action under Student Code of Conduct Policy (5-5-02) 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.	Faculty
2. Evaluation Session	
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.	Faculty
2.2 Confiscate the evaluation and charge the student under an act of academic dishonesty under the Academic Integrity Policy (5-5-01) if a student is found to use a mobile computing device without prior permission during an evaluation session.	Faculty