

BLUEFIELD STATE UNIVERSITY  
BOARD OF GOVERNORS  
POLICY NO. AC-\_\_\_\_\_

TITLE: USE OF ELECTRONIC DEVICES IN THE CLASSROOM AND OTHER  
LEARNING ENVIRONMENTS

SECTION 1: GENERAL

- 1.1 Scope: Rule regarding the use of electronic devices such as cell phones and laptops in the classroom and other learning environments.
- 1.2 Authority:
- 1.3 Filing Date:
- 1.4 Effective Date:

SECTION 2: DEFINITIONS

- 2.1 Electronic devices include smart phones, track phones, E-readers, Smart watches, MP3 players, programmable calculators, pagers, PDAs, Headsets, Video cameras or any other personal/portable device capable of internet access or transmitting/receiving phone calls, text messages, or other forms of social media.

SECTION 3: USE OF ELECTRONIC DEVICES IN LEARNING ENVIRONMENTS

- 3.1 Due to the disruptive nature of electronic devices and the increased probability of academic dishonesty when electronic devices are available, BSU requires adherence of this policy for all students.
- 3.2 CLASSROOM SETTING: Students at no time, should have electronic devices of any type that disrupt the classroom, lab, or clinical learning environment. Faculty members have the authority to restrict or prohibit the use of electronic devices in his or her classroom, laboratory, or any other instructional environment. Each instructor should include their statement in regard to the use of electronic devices on the syllabus.
- 3.3 Faculty members have the right to instruct students to turn off electronic devices, and to stow those devices in secure places, in any class. If a student does not comply, they will be asked to leave the class and may be reported to the Dean of Students.
- 3.4 Students who require access to electronic devices as assistive measures for documented disabilities may use them according to provisions in the student's letter of accommodation.
- 3.5 With the instructor's explicit permission, electronic devices may be turned on. Even then the devices should have the sound turned off and vibrate mode also turned off. These devices may only be used for note-taking or other specified course activities with the instructor's permission. Students using these devices for note-taking must turn off the wireless function (unless it is required for the note-taking or document viewing application in use) and close all

applications/windows other than the appropriate document or application unless the instructor specifically permits otherwise. Students must avoid non-course-related activities such as checking e-mail or social networking sites, web-surfing, or playing games because these diminish their—and their classmates'—engagement with instructional activities.

- 3.6 Unauthorized use of electronic communication or wireless devices during quizzes, examinations, or other graded activities will be subject to disciplinary action under the provisions of the Student Code of Conduct and Student Honor Code. In certain circumstances (exams, laboratories, presentations, etc.), students may be temporarily required to deposit cell phones, laptops, or other electronic devices with the instructor or lab supervisor for the duration of the specific class or activity.
- 3.7 Electronic devices being utilized in non-classroom facilities, such as computer labs, the Academic Success Center, the William B. Robertson Library, and other designated study areas should be silenced at all times. If the electronic device is a distraction to other students, it is the student's responsibility to discontinue the use of the device. Staff members (including student-workers) may ask students to discontinue the use of a device, and if the student does not comply, may ask the student to leave the facility and may be reported to the Dean of Students.

#### SECTION 4: RECORDING

- 4.1 Recording (audio or video) and photographing is expressly prohibited in all classroom, lab, and clinical settings without explicit permission of the instructor. Lectures and materials are the intellectual property of the instructor and may not be copied or duplicated in any way without permission from the instructor.
- 4.2 Students must request instructor consent before recording (audio or video) activities of any form. Unauthorized recording or photography of students, faculty or staff without their expressed consent is prohibited and could result in grade deductions for the course and/or may be reported to the Dean of Students.
- 4.3 Students must recognize that they have an ethical and moral responsibility to maintain student, client, and patient privacy and confidentiality at all times and should not violate FERPA or HIPAA policies.