


<b>Title:</b> Electronic Device Policy	
<b>Written by:</b> Curriculum Committee	
<b>Date Initiated:</b> 4/2012	<b>Date Revised:</b> 6/2016; 4/2020
<b>Approved by:</b>  <div style="display: flex; justify-content: space-between; width: 100%;"> <div> <u>Chancellor</u>  Date </div> <div> <u>1/12/2016</u>  Date </div> </div>	<b>Governing Board Approval:</b> <div style="display: flex; justify-content: space-between; width: 100%;"> <div> <u>1/12/2016</u>  Date </div> </div>

### **PURPOSE**

The purpose of this policy is to describe the safe and effective use of electronic devices at Trinity College and affiliated outside agencies.

### **POLICY AND PROCEDURE**

#### **Classroom use**

Technology used in the classroom is intended to enhance the learning environment for all students. The appropriate academic use of electronic devices during class is determined and directed by the faculty. Students are expected to refrain from electronic messaging, texting, emailing, internet browsing, phone calls or any other use of a device that may distract others. In addition, all device sounds must be silenced during class. A student intending to record the classroom period must obtain the consent of the individual faculty member or have an approved accommodation, prior to recording.

Each student has a responsibility to the other students in a classroom to maintain an environment conducive to learning. A student found in violation of this policy will be asked to discontinue the activity. Repeated violations will be addressed through the Corrective Action process.

#### **Testing and Test Review**

No electronic devices may be brought into the testing or test review area, including computer testing as indicated, with the exception of a personal computer when required for electronic testing. This includes phones, tablets, watches, or any other electronic devices. Students found to be in violation of this policy will be asked to remove the device from the room. Repeated violations will be addressed through the Corrective Action process. See also the Academic Honesty and Integrity Policy and any program specific testing policies.

**Clinical**

No personal electronic devices may be used in any patient care area. See Student Dress Code Policy and specific program policies for further information. A student found to be in violation will be asked to discontinue the activity. Further violations will be addressed through the Corrective Action process.

**Emergency Contacts**

Students should use the main College number, (309) 779-7700, to receive emergency messages during class, testing, or clinical. The Student Services staff will relay urgent messages to students during class, testing, or clinical.