

## STUDENT USE OF ELECTRONIC DEVICES

### Introduction

Although the electronic age has increased access to and convenience of information and communication, there are responsible protocols that must be established regarding the use of electronic devices within the District. In particular, utilization of any number of electronic devices could be disruptive to the District's procedures and educational processes, could result in an invasion of both students and employees' privacy, and could be utilized to facilitate academic dishonesty.

### Background

- A. Electronic devices and programs can include, but are not limited to the following devices and/or capabilities:
  1. Cellular telephones with the capability to place and receive calls, to text message, take pictures, access the Internet and/or access e-mail;
  2. iPods and other digital music and video players which can be customized with add-ons such as still and video cameras, audio recorders, and radio receivers and transmitters;
  3. Hand-held computers, laptops, and tablets;
  4. Electronic games
  5. Headphones.
  
- B. Any unauthorized use of an electronic device that disrupts or interrupts District processes or procedures, invades the privacy of other students or employees, or facilitates academic dishonesty is strictly prohibited. Impacts upon the teaching/learning environment or upon the operations in campus offices can include, but are not limited to:
  1. Disruptions/interruptions resulting from students receiving or placing cellular telephone calls while in an office or a class which is in session;
  2. Text message exchanges whereby a student in a class sends questions from an examination and an individual outside of the classroom or at an off-campus location responds with the answer, facilitating academic dishonesty;
  3. Use of the calculator function on a student's cellular telephone on an examination where a calculator is not allowed, or where a student indicates they did not bring their calculator and will use the calculator function on their cell phone, but in reality are text messaging an individual outside the classroom, facilitating academic dishonesty;
  4. Picture telephones or digital cameras used to snap pictures of examinations

- being taken, personal data on a computer screen or hard copy format in a campus office, or invasion of privacy by taking unapproved pictures in restrooms, locker rooms or other locations on campus where the average person would expect privacy;
5. Access of the e-mail via cellular telephone, and/or use of the Instant Messaging (IM) feature, examination questions sent to a contact outside the classroom or at an off-campus location who responds with the answer, facilitating academic dishonesty;
  6. Access of the Internet via cellular telephone during an examination to view information, facilitating academic dishonesty;
  7. Use of a hand-held computer and its numerous capabilities to facilitate academic dishonesty;
  8. Wearing headphones, but rather than listening to music, accessing recorded course material, facilitating academic dishonesty;
  9. Games played on electronic game devices that can be disruptive in a class setting;
  10. Use of software other than that provided or permitted by the College.

### Protocols

- C. Administrators, faculty, staff or students may identify misuse of an electronic device that is:
1. Disruptive to the District's procedures and/or educational processes,
  2. Results in an invasion of privacy for students or employees, or
  3. Facilitates academic dishonesty.

In the classroom setting, the determination of misuse of electronic devices is at the discretion of the instructor. In offices or elsewhere on the campus, the determination of misuse of electronic devices will be determined by the Student Code of Conduct or by supervisors of employees relative to negotiated contracts. Limitations on use of electronic devices may be imposed by faculty in their classrooms, and campus use of electronic devices must not violate the provisions of this Administrative Procedure.

### Sanctions

Students found to be in violation of this policy may be subject to: verbal warning, written warning, verbal reprimand, written reprimand, temporary exclusion, suspension, expulsion, or failure of an examination/assignment. Individuals may refer to the progressive discipline standards outlined in the General Catalog or the Discipline and Grievance Handbook.

Adopted: December 11, 2007  
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