

| | | |
|--|---|-------------------------------|
| ALGONQUIN COLLEGE DIRECTIVE | NO. OF PAGES 3 | DIRECTIVE NO. E39 |
| | ORIGINATOR Vice President, Academic | |
| | APPROVED BY President's Executive Committee | |
| TITLE USE OF ELECTRONIC DEVICES IN THE ACADEMIC ENVIRONMENT | EFFECTIVE DATE 2007.04. 30 | REPLACES 2000.12.01 |

PREAMBLE

Algonquin College provides a wireless networked environment for the purpose of allowing all its students access to learning resources both on the internal College network and the internet. Students at the College are encouraged to bring College approved mobile computing devices that will aid them in their learning and to use other personal electronic devices that enable effective communication. To ensure that there is a productive learning environment, Algonquin College believes there is a need to address the use of all electronic devices during classes and examinations. During classes, the use of such devices may be disruptive and disrespectful of others. During examinations, the use of such devices may facilitate cheating.

SCOPE

This directive covers, but is not limited to, the use of all computing devices, cell phones, pagers, beepers, calculators and electronic day timers.

POLICY

1. Classroom

The use of computers for purposes other than note taking, accessing Blackboard to acquire course related material, and performing assigned class exercises is prohibited. Regardless of the activity being performed on a computer, a student who is asked by a professor to close the lid of their laptop or turn off the monitor must comply immediately. Personal surfing of the web, downloading of non course related material, use of MSN (or other messaging software), or gaming are not allowed in the learning environment unless sanctioned by the professor before the activity commences.

The use of all other electronic devices, other than those sanctioned by the course professor, is strictly prohibited. In particular, cell phones or any recording devices are to be turned off and are not to be used during a class.

2. Examinations

The use of any computer or electronic device during exams and mid-terms for purposes other than those sanctioned by the professor in charge of the

E39 - USE OF ELECTRONIC DEVICES PAGE 2

examination, is strictly prohibited.

- 3.1 Classroom: At the start of the semester, students with disabilities who require electronic devices for their day-to-day functioning, are to advise their course professor.
- 3.2 Examination: Prior to the beginning of an examination, students with disabilities are to inform the exam monitor about any electronic device needed to complete the examination. Such requests must be stated on the student's Individual Student Plan (ISP) and given to the professor well in advance of the test/exam date.

PROCEDURES, ROLES, AND RESPONSIBILITIES

1. Use of Electronic Devices in the Classroom

Students making unauthorized use of computers or electronic devices in class will receive a verbal warning the first time and a notation will be placed on the student's academic file.

A second offence will see the student expelled from class and he/she will receive a written warning which will also be placed on the student's academic file.

A third offence will cause the student to be expelled from the course.

2. Use of Electronic Devices during an Examination

Anyone using any electronic device other than those approved by the professor during an exam or mid-term will be considered to have committed an act of academic dishonesty and will be treated in accordance with the Academic Discipline Directive - E16.

3. Contact in Case of Emergency

During class: Students needing to be informed of any personal emergency can fill out an emergency hot-line form at their Students' Association Office at the Woodroffe or Pembroke campuses. At the Lanark County Campus, students are to give the departmental secretary phone number as the contact point.

A student and a professor may come to an agreement whereby a student may be allowed to accept calls on a cell phone. This agreement must be made prior to the beginning of the scheduled activity.

During an examination: Students needing to be informed of any personal emergency during an examination are advised to give the departmental secretary telephone number or make prior arrangements with the College security office as the point of contact.

RELATED DIRECTIVES

E-15 Academic Appeal
E-16 Academic Discipline
E-27 Student Misconduct

(original signed by)
Vice President, Academic