

AA32 Use of Mobile Computing Devices in Class

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Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Senior Vice President, Academic
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PURPOSE

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

SCOPE

All students and faculty while in the learning environment

DEFINITIONS

Word/Term	Definition
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
LOA	Letter of Accommodation. The Confidential Letter of Accommodation is the way in which a student notifies faculty of the accommodations he/she is entitled to. Accommodations are listed on the LOA.
CAL	Centre for Accessible Learning
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, laptops, tablets, iPads, smartwatches, mirror casting devices and all types of smart phones and cell phones.

POLICY

1. 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 faculty, and assist the students to collect, analyse and apply new knowledge while supporting the development of independent learning, communication, collaboration, and thinking skills.

2. 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.
3. 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 faculty.
4. While in class or during an evaluation session, students are to advise the faculty member that they need to remain available due to a possible emergency.

Classroom

5. 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 faculty. Unless approved by the faculty 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.
6. Regardless of the activity being performed on a mobile computing device, a student who is asked by the faculty 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 faculty immediately.
7. 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.
8. Audio and video recordings of classroom lectures or activities must be approved by the faculty 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 faculty. 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.
9. Disciplinary actions may be taken against students making unauthorized use of mobile computing devices in class under Policy AA18 Academic Dishonesty and Discipline.

Evaluation Session

10. The use of any mobile computing device during an evaluation session is not permitted unless the faculty has approved its use.

11. A student found to be using any mobile computing device during a test or examination without prior approval by the faculty will be charged with an act of academic dishonesty under the Policy *AA18 Academic Dishonesty and Discipline*.

Students with Disabilities

12. All members of the Algonquin College community have a shared responsibility to accommodate students with disabilities whose needs have been duly assessed by the CAL. Students with disabilities will provide their faculty with an confidential Letter of Accommodation (LOA) each term, which outlines any accommodation requirements needed in the classroom and for evaluation or final assessment purposes. As stated in Policy *AC01 Students with Disabilities*, these accommodations may include electronic or mobile computing devices. Faculty are to consult the counsellor who has signed the LOA, if they have questions or need clarification.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Classroom	
1.1 Inform students, at the beginning of each term, the mobile computing devices allowed in class and state how these are to be used. Also post a notice at the beginning of each term on the Course Section Information within the Learning Management System.	Faculty
1.2 Request permission from faculty if a different mobile computing device is needed beyond the ones allowed in class. If the request is denied, appeal the decision to the Chair. The Chair's decision is final.	Student
1.3 Request permission from faculty to audio or video record a class. 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 faculty. If the request is denied, appeal the decision to the Chair. The Chair's decision is final.	Student
1.4 Impose a disciplinary action under Policy <i>SA07 Student Conduct</i> 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 faculty. 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 Policy *AA18 Academic Dishonesty and Discipline* if a student is found to use a mobile computing device without prior permission during an evaluation session. Faculty

3. Contact in Case of Emergency

3.1 Should a student need to remain available due to an impending emergency, they are to alert and make appropriate arrangements with the faculty member. Student

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

AC01 Students with Disabilities
AA18 Academic Dishonesty and Discipline
SA07 Student Conduct

RELATED MATERIALS

None

