


**ALLEN COLLEGE-UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 08/08, 03/11, 04/13, 12/15, 2/16,
02/18

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Last Review Date: November 2019
Required Review Date: April 2021
Administrative Unit: TLC Committee
Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Personal Electronic Devices Policy

PURPOSE: To provide guidelines on the use of personal electronic devices (PED) by Allen College students

EFFECTIVE FOR: Allen College Students

POLICY:

The carrying and use of personal electronic devices (PED) is allowed at Allen College. Examples of PED include but are not limited to laptops, cell/mobile phones, iPads, tablets, smart watches, blue tooth devices or ear pieces, etc. At no time should these devices disrupt the functions of the College. Every faculty/staff member at Allen College has the authority to restrict or prohibit the use of personal electronic devices in his or her classroom, laboratory, library, or any other instructional setting. Each instructor should state his or her individual PED policy in each course syllabus. This policy may apply to any Allen College sponsored ceremony or formal events or activities (e.g., commencement ceremony, completion ceremony, scholarship banquet, etc.) on or off campus.

A. The following statements may serve as guidance for individual instructor PED policy:

1. Students should refrain from answering cell phones, texting, and participating in Internet social networking during class time and during exams unless otherwise authorized by the instructor.
2. Cell phones should be set to vibrate or turned off during class time. If it is necessary to answer a call during class, the student should leave the room.
3. During exams, all PED use is prohibited unless otherwise authorized by the instructor.
4. Students must request instructor consent before video/audio taping activities of any kind. Unauthorized video/audio taping or photographing of students, faculty or staff without their expressed consent is prohibited.

B. In clinical settings, the student must abide by the electronic devices policies of that particular facility.