


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

Supersedes: 8/08, 3/11, 4/13, 12/15, 2/16,
2/18, 11/19, 9/21

No: 2-D-500-01
Last Review Date: October 2023
Required Review Date: April 2025
Administrative Unit: TLC Committee
Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Personal Electronic Devices Policy

PURPOSE: To outline minimum expected standards 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 earpieces, 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 the classroom, laboratory, library, or any other instructional setting. Allen College faculty/staff will state their individual PED policy in the course syllabus or department/program-specific policies, procedures, or handbooks. 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. Unless otherwise stated in a course syllabus or department/program policy/procedure/handbook, the following statements serve as minimal expected standards for student use of PED:
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. During any course activity, students must request instructor consent before video/audio recording or photography of any kind. Unauthorized video/audio recording or photographing of students, faculty or staff without their expressed consent during course activities is prohibited.
- B. In clinical settings, the student must abide by the electronic devices policies of that particular facility.