

12-12-2005

# College Policy on the Use of Communications and Electronic Devices

The College at Brockport, College Senate

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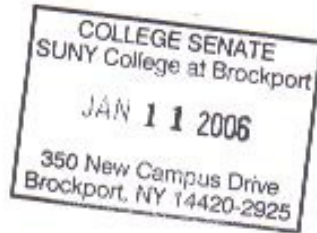
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# SUNY BROCKPORT

College Senate  
State University of New York  
College at Brockport  
New Campus Drive  
Brockport, NY 14420-2925  
(585) 395-2586 (Fax) 395-2246



Resolution # 07  
2005-2006  
COLLEGE SENATE

RECEIVED

JAN 05 2006

SUNY BROCKPORT  
PRESIDENT'S OFFICE

TO: Dr. John R. Halstead, College President

FROM: The College Senate Meeting on: **December 12, 2005**

RE:  I. Formal Resolution (*Act of Determination*)  
II. Recommendation (*Urging the Fitness of*)  
III. Other, For Your Information (*Notice, Request, Report, etc.*)

SUBJ: **College Policy on the Use of Communications and Electronic Devices  
#10 05-06 SP**

Signed:  Date: 12/16/05  
(Dr. Mark Noll, 2005-2006 College Senate President)

**Please fill out the bottom portion and return document to the College Senate Office.**

TO: The College Senate

FROM: College President

RE:  I. Decision and Action Taken on Formal Resolution (circle)

a. Accepted. Effective Date: 1 / 06 / 06

b. Deferred for discussion with the Faculty Senate on \_\_\_/\_\_\_/\_\_\_

c. Unacceptable for the reasons contained in the attached explanation

II, III. Response to Recommendation or Other/FYI

a. Received and acknowledged \_\_\_/\_\_\_/\_\_\_

b. Comment: \_\_\_\_\_

DISTRIBUTED BY PRESIDENT'S OFFICE TO: President's Cabinet

DISTRIBUTE ALSO TO: Originator, Academic Advisement, Registrar (as appropriate)

Signed:  Date: 1/6/06  
(College President, SUNY College at Brockport)

College Senate Office, 12/15/2005  
2005-2006-07.res

**DEADLINE FOR SUBMISSIONS: FEBRUARY 23**

Proposals received after the deadline may not be reviewed until next semester.

**INSTRUCTIONS:**

- Submit proposals individually rather than packets including multiple documents.
- Complete this cover page for each proposal (available online at [www.brockport.edu/collegesenate](http://www.brockport.edu/collegesenate))
- Prepare proposal in Word format using committee guidelines (available online)
- Submit proposal electronically with this cover page to [senate@brockport.edu](mailto:senate@brockport.edu), [facprez@brockport.edu](mailto:facprez@brockport.edu)
- All updates must be resubmitted to the Senate office with an updated cover page, use routing number
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

**1. PROPOSAL TITLE:**

Please be somewhat descriptive, for example, *Graduate Probation/Dismissal Proposal* rather than *Graduate Proposal*.

College Policy on the Use of Communications and Electronic Devices

**2. BRIEF DESCRIPTION OF PROPOSAL:**

**Communications and electronic devices are appearing in the College classrooms and offices with increasing regularity. These devices can be useful adjuncts to learning, for example, using laptop computers to facilitate note taking in class. However, cellular telephones, PDAs, and even laptops can have abusive uses and can be disruptive. Many of the devices have potential for violations of the academic dishonesty policy, invasions of privacy, sexual harassment, and violations of copyright or intellectual property rights. Some faculty have developed individual policies on use of these devices and penalize students for infractions of their policy. The purpose of this submission is to suggest, for College Senate consideration, some general policy in allowing or restricting the use of wireless communications and other electronic devices.**

**3. SUBMISSION & REVISION DATES: PLEASE DATE ALL UPDATED DOCUMENTS**

First Submission	Updated on	Updated on	Updated on
November 1, 2005 November 5, 2005 rk	November 10, 2005 rk November 14, 2005 mf	Nov. 16+22, 2005 rk Dec. 2, 2005 rk and mf	Dec. 5, 2005 bsg and mf – Dec 12, 2005 mf

**4. SUBMITTED BY: (contact person)**

Name	Department	Phone	Email
P. Michael Fox	Academic Affairs	395-2504	mfox@brockport.edu

**5. COMMITTEES TO COPY: (Senate office use only)**

Standing Committee	Forwarded To	Date
__ Enrollment Planning & Policies	Committee Chair	11/2/05
__ Faculty & Professional Staff Policies	Executive Committee	11/21/05
__ General Education & Curriculum Policies	Senate Floor	11/28/05, vote 12/12/05
__ Graduate Curriculum & Policies	College President	12/15/05
xxx Student Policies	Other	
__ Undergraduate Curriculum & Policies		

## Use of Electronic Devices in the Classroom

Technology use in the classroom is intended to enhance the learning environment for all students, and any use of technology that substantially degrades the learning environment, promotes dishonesty or illegal activities, may be prohibited by the instructor.

### Classroom disruptions

Consistent with College policy, it is the course instructor who decides whether student behavior is disruptive or not in his/her classroom. While use of electronic devices will usually be infrequent and a minor annoyance, such uses could become disruptive. Disruptions should be handled with reference to the College policy – “Procedures for Dealing with Students who are Disruptive in Class” (see 2005-2006 YRTK Ch. 7) which applies to these behaviors and empowers course instructors to warn students and to ask persistently disruptive students to leave the classroom.

Cellular telephones: Students should turn off cell phones when they enter the classroom and refrain from sending and receiving calls and text messages while in the classroom. If a student has a legitimate reason to remain reachable by cell phone (example: a parent who needs to be contacted about a child), the student should ask for the instructor’s permission (in advance) to have the cell phone on during class. It is reasonable that the instructor would agree to such a request. Obviously, people often forget that their cell phones are on and therefore it would be advisable for the instructor to remind students at the beginning of the class period to turn them off or use silent notification.

Laptop computers: Using laptop computers in the classroom to take notes and for any other use authorized by the course instructor should be allowed. However, the instructor may restrict the use of laptops to this (these) purpose(s) and prohibit other uses of laptops such as instant messaging, game playing, and Internet surfing during class time. If the instructor chooses to prohibit such activities, s/he should make this known to the class from the beginning of the semester. In addition, the instructor can establish such a policy later in the semester if misuse of these devices becomes a problem.

### Electronic devices and academic dishonesty

The course instructor also may evaluate the potential for academic dishonesty with various devices and ban or limit their use on this basis. Incidences of dishonesty should be handled with reference to College policy - “Policy on Student Academic Dishonesty” (see 2005-2006 YRTK Ch. 2)

Cell phones with text messaging or photo/video capabilities and PDAs, for example, could be used for cheating on examinations and instructors should inform students that having a cell phone in hand during an examination will bring a suspicion of (and possibly charges of) violating College policy. Other electronic devices may also be used for these purposes and similar inappropriate uses may be handled in the same way.

### Electronic devices and illegal activities

A course instructor or facility manager may prohibit activities ~~in the classroom~~ that s/he knows will violate laws, such as those related to intellectual property rights or copyrights, invasions of privacy or sexual harassment. Examples of this might include activities such as using a camera phone to videotape choreography, or taking inappropriate photos without the subject’s permission. These violations should be handled with reference to College Policy - “Codes of Student Social Conduct” (see 2005-2006 YRTK Ch. 5, Campus Regulations B., n., x., y. and z., and Ch. 11, Computing Policies 1.A., D., I.).

### Providing notice to students

It is advisable for instructors to anticipate that such issues with wireless communications and electronic devices may arise and publish any restrictions in their course syllabi.

### Sanctions

Appropriate sanctions for infractions of the instructor’s policy must always begin with a personal warning to the student(s) that the behavior is disruptive or brings suspicion of academic dishonesty or is illegal. A “blanket warning” by the instructor at the beginning of the term or a syllabus statement is not adequate as a “personal warning.” Specific sanctions and procedures to be followed in the case of disruptive behavior are detailed in /Your Right To Know/.

If the instructor plans to make use of sanctions, s/he should make this known in advance by publishing the details about the

sanctions in the course syllabus. If the problem arises and the syllabus does not contain such information, the instructor may publish restrictions at any time by providing written notice to all students in the class. However, no penalties should be applied for actions taken before the publication of the written notice to the students. NOTE: An exception to this would be charges of academic dishonesty, invasion of privacy, or violation of intellectual property rights, and other College policies or laws because all students have an obligation to abide by the law and published College policies regardless of prior written or verbal notification.

Sanctions for minor disruptions with cell phones, laptops, or other electronic devices, will usually not include course grade penalties. However, if a student is asked to leave class due to additional infractions of the instructor's restrictions (following a personal warning), the instructor is not obligated to allow makeup of examinations/quizzes or other graded assignments missed during the session in which the student was not in class. Electronic devices in non-classroom facilities

Directors or coordinators in charge of non-classroom facilities such as computer labs, Student Learning Center, Student Medical Service, Drake Library and others may make rules concerning appropriate use of cellular telephones, cameras and other electronic devices, in their facilities. Students who do not adhere to those rules may be asked to leave the facility, or charged as described previously.

### Appeals

Any appeals related to a course instructor's restrictions on communications and use of electronic devices should be addressed to the department chairperson or staff member's supervisor. Appeals of sanctions applied for violation of policies covered in YRTK should be addressed as specified in the appeal procedures for these policies.

*Faculty are encouraged to include a statement on use of electronic devices in all course syllabi.*

Example Statement for Course Syllabus: Course instructors and staff of College facilities may place restrictions on the use of wireless communication devices and electronic devices in their classroom or facilities. Ringing cellular telephones and laptop computers used for instant messaging, game playing, Internet surfing, and other such activities can be considered disruptive. After an initial warning, students who do not comply with the policy of the classroom/facility, may be asked to leave for the remainder of the class/day. If students are asked to leave class because of such a disruption, instructors are not obligated to allow makeup of missed work. Having a wireless communication device in hand or using earphones connected to one during examinations also may be grounds for charges of academic dishonesty. Using devices with video or photo features may result in charges of violating laws on intellectual property rights or invasion of privacy. Further information on Disruptive Behaviors, Academic Dishonesty, and Codes of Student Social Conduct, including potential sanctions, processes and rights to appeal is published in *Your Right To Know*.