

AA32 Use of Electronic Devices in Class

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| Classification: | Academic Affairs |
| Responsible Authority: | Dean, Academic Development |
| Executive Sponsor: | Senior Vice President, Academic |
| Approval Authority: | Algonquin College Executive Team |
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PURPOSE

To support the effective use of electronic devices during classes and evaluation sessions. When incorporated, electronic devices can foster a learner-centred, engaging, and inclusive culture. Electronic devices can enhance active learning, collaboration, and accessibility for students with diverse needs and backgrounds.

SCOPE

All students and faculty members while in the learning environment

DEFINITIONS

| Word/Term | Definition |
|--------------------------------|---|
| Bring Your Own Device | Bring Your Own Device (BYOD) defines a program delivery model at Algonquin College requiring you to have a mobile computing device that meets the technical specifications outlined by your program. |
| Centre for Accessible Learning | The Centre for Accessible Learning is a service area within Student Support Services that determines appropriate academic accommodations and provides supports for student with disabilities. |
| Electronic 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, iPad, smartwatches, mirror casting devices and all types of smart phones and cell phones. |

Letter of Accommodation

The confidential Letter of Accommodation is the way in which a student notifies Faculty member(s) of the academic accommodations that they have been approved by CAL to receive. The academic accommodations listed on the LOA are stated in clear and general language to ensure that they are flexible enough to apply to the broad range of instructional formats used in the thousands of courses offered by the College.

POLICY

1. Guidelines should be set by the faculty member at the start of the term as to the appropriate and respectful use during classes and evaluation sessions to ensure a productive and positive learning environment.
2. In Bring Your Own Device (BYOD) supported programs, students are required to use an electronic device (laptop or tablet) that meets the identified specifications posted on the program website under 'Additional Information' and updated annually.
3. While in class or during an evaluation session, students are to advise the faculty member if they require an electronic device in order to be available due to a possible emergency or to digitally monitor their health.
4. Image, audio, and video recordings of classroom lectures, activities, or during evaluation sessions are not permitted unless approved by the faculty member prior to the beginning of the scheduled session. Even if approved by the faculty member, recordings that contain images and/or voices of other students may not be published or distributed without the consent of all students represented in the recording. Students may be asked to delete the media file after its intended use.
5. Students with disabilities may provide faculty members with a confidential Letter of Accommodation (LOA) which outlines any accommodations needed in class and evaluation sessions. As stated in Policy AC01 Students with Disabilities, these accommodations may include use of electronic devices and permission to audio and/or video record lectures. Recordings may only be used for individual study of materials presented during class and may not be published or distributed. Faculty members may consult the Disabilities Counsellor identified on the LOA if they have questions or need clarification.

PROCEDURE

| Action | | Responsibility |
|--------|---|----------------|
| 1. | Classroom | |
| 1.1 | Discuss and publish expectations in the Learning Management System for the appropriate and respectful use of electronic devices in class. | Faculty member |
| 1.2 | Provide information on recommended devices for BYOD programs in the Learning Management System. | Faculty member |
| 1.3 | Request permission from faculty member prior to recording of lectures and activities. If requested, delete the media file after its intended use. | Student |

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| 1.4 | Address misuse of electronic devices when it interferes with the productive and positive learning environment. Students unable to appropriately and respectfully use electronic devices will be subject to consequences outlined in Policy SA07 Student Conduct. | Faculty member |
| 2. | Evaluation Session | |
| 2.1 | Inform students of expectations for accessing electronic devices during evaluation sessions and consequences for unauthorized use subject to Policy AA48: Academic Integrity. | Faculty member |
| 3. | Contact in Case of Emergency | |
| 3.1 | Should a student need to remain available due to an impending emergency or to monitor their health, they are to alert and make appropriate arrangements with the faculty member in advance of class or evaluation session. | Student |

RELATED POLICIES

AA48: Academic Integrity

AC01: Academic Accommodation for Accessible Learning

SA07: Student Conduct

RELATED MATERIALS

Algonquin College Bring Your Own Device (BYOD): <https://www.algonquincollege.com/byod/>