

Sample of syllabi policies in use in Spring 2014 regarding electronic devices in the classroom.

2/23/2014

Comments in *Italics*

Sample 1

Use of interactive technology is allowed only when it is required for the assignment, for contacting group members or research. (Place device under your seat during lectures) Photos or video may not be taken in class without prior permission. (Personal use only allowed in an emergency or during a break)

Sample 2

Personal technology: If you need a laptop, tablet, or any other device for taking notes or otherwise participating in class, that's fine. However, please do not use a personal device for any purpose unrelated to our class. All devices should be silenced. Cell phones should be put away, except in the rare instance that I ask you to use them for an activity. I recommend that you power them down. If there is a serious need to leave your cell phone on, such as a family emergency, please put it on vibrate and let me know. If you leave the classroom to take a call, I'll understand why. I routinely reduce professionalism grades for cell phone use unrelated to class.

Sample 3

Classroom Etiquette: Arrive on time; no food or beverages. No laptops. Turn off cell phones. No text messaging during class. (Students doing so will be marked absent) No chewing tobacco or spit cups. No Profanity and Swearing in classroom discussion or in papers and writing assignments, unless a specific context is established that justifies its use. This is an academic atmosphere. Inform TA and present excuse in advance if you must leave during the class. Sit on the outside so that you will not disturb those around you. Otherwise you are to be here for the duration of the class. Students arriving late will receive attendance credit at the discretion of the professor.

Sample 4

CELL PHONE USE AND TEXTING ARE NOT ALLOWED IN CLASS. Either one will count as an absence.

Sample 5

Cell phone use for the purposes of texting, email or other social media is not permitted. Earphones for music are encouraged during lab work, as long as the volume allows you to hear announcements. Also cell phone or other cameras may be used to photograph projects in progress.

Sample 6

Technology: Cell phones must be silenced and put away. I am a mother and I will have mine on and with me, but you will not hear it. I expect the same courtesy. If I see your phone out and in use, I will pause and watch you and wait for you to put it away the first time. The second time, I will ask you to leave. And DO NOT take pictures or video during my class. If you do, I will ask you to leave. You may use a laptop to take notes. However, it should not be used for anything else during class. If a peer tells me your actions on your laptop are distracting during a lecture, you will lose the privilege.

Sample 7

Electronic Devices: Cell phones, laptops, I-Pads, Kindles, and other electronic devices must be turned off and put away during class. Anyone who is observed text messaging or using an electronic device during class will be asked to drop the course.

Sample 8

Cell phones: Cell phones must be turned off and put away during all classes.

Sample 9

Course grades will be based on:

1. Class participation 15% Students are expected to contribute to a collaborative learning environment by:

§ Coming to class on time and prepared to discuss and write a quiz about the assigned readings. *Quizzes will often be open-notebook, so you have additional incentive to take notes on readings!

§ Performing all assignments, and having them ready to turn in at the beginning of class.

§ Contributing to group activities and offering relevant and informed insights. This includes but is not limited to the days you are signed up to lead discussion of readings.

§ Respecting others' opportunities to speak, and promoting a free-speech community where ideas may be challenged, but people are not attacked.

§ Refraining from use of electronic devices, writing or reading outside materials, chatting, or other classroom behaviors that inhibit your or others' ability to learn.

<I modified this to allow laptops for note-taking only and the students must sit up front so all can see they are abiding by the non-distraction policy Sometimes I have {had to} draw the image on the board as a reminder and if that does not work I speak to the offenders (some of whom seem incorrigible so I do think about other penalties)>

Sample 10

<I don't have a formal policy written down in my syllabus, but I do require students who would like to use their laptops to sit only in the first two rows of the classroom. This reduces the chance of them using their computers for other purposes. It seems to work fairly well. Other devices must be turned off.>

Sample 11

6 – Technology: Cell phones must be silenced and put away. I am a mother and I will have mine on and with me, but you will not hear it. I expect the same courtesy. If I see your phone out and in use, I will pause and watch you and wait for you to put it away the first time. The second time, I will ask you to leave. And DO NOT take pictures or video during my class. If you do, I will ask you to leave. You may use a laptop to take notes. However, it should not be used for anything else during class. If a peer tells me your actions on your laptop are distracting during a lecture, you will lose the privilege.

Sample 12

During class, students must turn off all cell phones, pagers, etc. If you must keep one on because of an emergency, please inform me beforehand.

<I have no policy about students using laptop computers and tablets. They may if they wish, although I rarely see it (some faculty do not want students to have these devices open)>

Sample 13

Cell phones must be turned off in class. Texting or answering your phone is not acceptable. You will get a D for participation if you do.

Sample 14

Important note! All phones must be turned OFF before the beginning of each rehearsal. Anyone caught texting or speaking on the phone will, after an initial warning, surrender to me your first-born child.

Sample 15

Do not use electronic devices (cell phones, i-pods, and so on) in this classroom. In fact, don't even use your laptop for taking notes. Once your laptop is on, it becomes too tempting to try to multitask. The

only electronic device you can use in this classroom is a calculator -- a real calculator, not a cell phone that doubles as a calculator.

<Several years ago I tried taking a more lenient approach regarding electronic devices, but the result was the least attentive class I ever taught -- and by far the worst batch of final grades I have ever given out. They only THINK they know how to multitask.>

Sample 16

During class, students must turn off all cell phones, pagers, etc. If you must keep one on because of an emergency, please inform me beforehand.

<I have no policy about students using laptop computers and tablets. They may if they wish, although I rarely see it (some faculty do not want students to have these devices open)>

Sample 17

Technology Policy Out of respect for your fellow students, your professor, and the educational process, all technology devices (cell / smart phones, I-pods, Laptops) must be powered down and put away, not on the desk or in your hoodie pocket, or on your lap, during class. If texting, using social media, and attending to tasks other than the class material is more important than paying attention for 50 minutes, please do not come to class. If you feel you have an emergency situation that requires your phone to be on vibrate, please clear this with the professor before class begins. Students who disregard the policy will be asked to leave class and will be considered absent that day. I will not play games with this policy. You are now in college, not 3rd grade or middle school.

Sample 18

There is a zero tolerance policy for texting or any other cell phone use in class. Cell phones may be left on vibrate for emergency notification purposes. If you expect an important phone call, please inform me before class and quietly excuse yourself when you receive it. For every instance of texting or other cell phone use that the instructor observes during lecture, 3% will be deducted from the final grade.

Sample 19

<I don't have an explicit policy, but I do encourage students to use computers/notebooks/tablets in class—even phones at times—because it is a way to access course readings that are mainly posted on Blackboard. Whenever we are working with the primary source documents (as we do often in history classes) I let students know that I expect them to have the documents with them in class. This can mean printing out the documents (which some students like to do), while others bring in their devices to have the same access without paying for printing.>

Sample 20

Participation. You are expected to actively participate in class. The course is designed to draw upon the experiences and insights of your peers and your participation makes for a richer experience for all. Simply attending class does not constitute participation. No cell phone use in class. If we see you with your phone out at any point during class you will lose participation points. Please put phones away before class begins.

Sample 21

No Cell Phone Policy: Class participation also means that you are fully present in class, not texting or looking at your cell phone. I expect that cell phones and other electronic devices will be put away and not sitting out in view. Texting or other cell phone use in class will result in a reduction of your Participation points (15 points per incident).

Sample 22

Lab Etiquette: Practice safe computing - make sure your machine's virus protection is up to date ("Check your oil"); use the "save" drive G to retain your work; do not open suspicious emails; always run first a virus scan on any files you upload to your file; no food or drink near the computers; help each other; no cell/smart phone calls during class time - turn it off unless there is a pending emergency; no recording without permission; take your hat off when you enter the lab (if it's a bad hair day, let me know, you get three exemptions). No web surfing, personal emailing, or gaming on these machines during class times; you are here to work and to develop good work habits - you will not hold a job long if you surf, game and/or catch up on your emails at the workplace. This means the instant messenger is turned off. Hats off, cell phones off, good attitude = on.

Sample 23

Lab Etiquette: Much of the work of this course is completed in the lab. The following are guidelines: Practice safe computing - make sure your machine's virus protection is up to date ("Check your oil"); use your network "save" drive U to retain your work; do not open suspicious emails; always run first a virus scan on any files you upload to your file; no food or uncapped drink near the computers; help each other; no cell phone calls during class time - turn it off unless there is a pending emergency; take your hat off when you enter the lab (if it's a bad hair day, let me know, you get three exemptions). No web surfing, personal emailing, or gaming on these machines during class times; you are here to work and to develop good work habits - you will not hold a job long if you surf, game and/or catch up on your emails at the workplace. This means the instant messenger is turned off, thank you.

Sample 24

Adequate web access and facility with web navigation is required. No recording of classes without permission, All electronic devices required to be turned off during class unless given prior approval. Failure to abide by these course requirements will result in dismissal from the course and a grade of E.

Sample 25

Please do not use your cell phone or any other mobile device during class. That means no texting, no surfing the web, no gaming, etc. Doing this during class is disrespectful to me and to the students around you; during an exam it is considered cheating. If I see someone violating this policy, **I will stop class and ask that person to leave. A second violation will result in *automatic failure of the course.***

Sample 26

Cell Phone Use: TURN OFF your cell phone and put it away when class begins and leave it turned off during class. DO NOT check or send voice mail or text messages during class; do not leave the classroom in order to check or send messages unless you have an emergency (*) or are on an instructor-designated break. In other words, do not use your cell phone in class for any reason at any time unless you have consulted with the course instructor. Ten points will be deducted from your final course grade each time this policy is violated. (*) Inform your instructor of any emergency that would require you to have your phone on when class is in session.

Sample 27

<Excerpt from P.E. advisement manual>

Technology Policy: Technology issues: Problems with technology are not an acceptable excuse for late submission of your assignments. You MUST assume that technology will fail you at some point. You cannot and should not assume that everything will go smoothly when it comes to the internet, e-learning course management tools, and computers. It is incumbent upon you to PLAN AHEAD and not leave your projects for the last possible moment. **Cellphone and other media/devices in class:** Ask permission (different professors have different policies) Don't use phones or other devices unless professor has directed you to do so. Keep devices OFF (not on vibrate for phones) when not in use.

A FEW WORDS OF CAUTION ON:

- **Your email address or voice mail message:** Is a reflection of you so make sure it is professional. Email addresses like partygirl@gmail.com or voice mail messages that are entertaining to your friends may send the wrong message to college employees or public school personnel.
- **Using social media sites (like Facebook):** You are leaving your digital signature on the Internet right now. Consider how your comments would be perceived before you actually post them, and think about logic above emotion at all times. Most importantly, think about maintaining a certain level of professionalism, since people can use whatever you make “permanent” on these sites against you. As a rule of thumb, before you hit “post,” realize that this will be a permanent reflection of your identity and that it may never be erased even if you remove it. It may even be used against you in job applications or interviews.

Sample 28

While you are in class, it is incumbent upon you to pay close attention to lectures, presentations, discussion, and other in-class activities, and to be respectful of your fellow classmates. This entails, among other things, keeping competing conversations with classmates to a minimum, avoiding such distracting behavior as using phones or other mobile devices while class is in session, and striving to understand points of view and arguments your classmates or I may express with which you may not agree. In particular, if you do use mobile devices or otherwise engage in distracting behavior during class time, I reserve the right to deduct points from your grade for each such instance without notice. Please exercise restraint when tempted to “check out” of class in this or other ways.

Sample 29

Use of Technology In the classroom: When in class, turn off all ringers for cell phones and other electronic devices. Any non-emergency use of cell phones is highly discouraged. Laptops are not allowed in lecture unless you obtain prior permission from the instructor.

Sample 30

Cell phones: Please turn off your cell phone in class. Do not check your cell phone or have your cell phone out in class. If for any reason (e.g. a family emergency) you need to keep your phone turned on during a class meeting, please mention this to me before class.

Sample 31

ELECTRONICS FREE ZONE: Pls. turn all that stuff off.

Sample 32

CELL PHONE/LAPTOP POLICY There is a zero tolerance policy for texting/cell phone use in class. Cell phones may be left on vibrate for emergency notification purposes only. Cell phones MUST be in your backpack and off your desk at all times. If you expect an important phone call, please inform me before class and quietly excuse yourself when you receive it. For every instance of texting/cell phone usage that the instructor observes during lecture, 3% will be deducted from the overall grade. Laptops are allowed to be used for taking notes during class. Realize that they are ONLY for taking notes, should other things be done with the laptop during class (internet, games, etc.) then 5% will be deducted from your overall grade in the course and you will not be allowed to use one for the remainder of the semester in this class.

Sample 33

Please refrain from using mobile electronic devices during the class session despite technology’s ascendancy and sway, education remains people working with people toward fulfillment these gadgets can be an unnecessary interloper that keep folks from building a learning community! If you feel an overwhelming need to communicate with another human being during class time, turn to the girl or guy next to you and discuss what we are discussing about teaching and education.

Sample 34

Attendance & Punctuality/Professionalism & Active Participation: Professionalism means full attendance, punctuality, timely submission of work, and active participation, which are essential and expected in this course and in your field placement. Active participation means that you come to each class fully prepared after having completed all reading assignments and you are ready to share your opinions through whole class or small group discussions. While the use of tablet and other devices for in-class research will be encouraged, TYPING WHILE INSTRUCTOR AND PEERS ARE SPEAKING will result in the loss of one participation point. Unless you are instructed to use your devices to do research, you should be attending to those speaking and presenting. If you plan to take notes electronically, you should alert the instructor that you are doing so before each class begins.

Sample 35

Participation: You are expected to participate in class activities. If you are absent, you cannot participate. (See Course Attendance Policy in the syllabus.) If you are not attentive in class you cannot participate fully. Distractions such as texting demonstrate a lack of attention and a lack of concern for others. However, if you have an emergency such as a sick child, please let me know and I and others in the class will understand if you have to attend to a cell phone message or call. If you do not read the assignments or access elearning (Blackboard), your participation is hindered. Because this is a cooperative/collaborative learning situation, a lack of participation will diminish all of our learning. Sometimes students feel that they need to comment or question frequently in order to demonstrate participation. Please respect others and be sure to support everyone in participating even if you have to limit your own comments but be sure you do not use this as an excuse for not sharing or participating. Class participation includes: attendance, attentiveness, respect for others, supporting others in the class, contributions to small and whole group discussions, preparation of readings and responses to readings, in class writing or other activities, and participation and/or communication using elearning (Blackboard). Remember: Attending class should not be a passive experience.

Sample 36

Professional Courtesy It is required that all cell phones, and music players are turned off before entering the lab. Music players are allowed by permission only. ***Students will be asked to leave if an electronic device disrupts the class. This is especially important for cell phones. They MUST be turned off completely, no texting, ringing or vibrating. Cell phones are to be placed out of sight and remain there the entire class. Students are expected to disconnect from cell phones while class is in session. Students are expected to be respectful in the classroom at all times.