

**Policy on the Appropriate Use of Hand-held Devices and Wireless Technology**

**January 2011**

The Milgard School of Business is committed to supporting the sound use of technology in the classroom, to providing a secure learning environment, and to preventing disruption of students' learning and instructors' teaching experiences. All students enrolled in courses offered by the School have a responsibility to contribute to a courteous, respectful learning environment. This responsibility includes not disrupting instruction or distracting fellow students, maintaining an atmosphere that supports academic integrity, and committed to learning as required by the University of Washington, Tacoma's Code of Student Conduct [[http://www.tacoma.washington.edu/studentaffairs/SS/conduct\\_students.cfm](http://www.tacoma.washington.edu/studentaffairs/SS/conduct_students.cfm)].

The instructor may prohibit any use of hand-held or wireless technology that substantially disrupts learning opportunities, degrades the learning environment, or promotes academic dishonesty. Students unsure of whether an activity is appropriate are encouraged to ask their instructors.

**Policy**

Unless otherwise specified by the instructor on the syllabus, the following statements govern the appropriate use of hand-held and wireless technologies in courses offered by the Milgard School of Business.

1. Students may not use cell phones, pagers, PDAs, or similar communication devices during scheduled course meetings (including class time, review sessions, individual instruction, or similar activities) in the School. Such devices must be silenced or turned off and should not be taken out during course meetings. Communication by electronic devices, including but not limited to instant messaging, text messaging, web surfing, and telephoning during class, is strictly prohibited unless expressly designated as part of the learning activities. Electronic audio recording of the classroom environment is prohibited unless permission is given by the instructor prior to recording.
2. Laptops (or any wireless computers or similar electronic devices) may be used for note-taking or specified course activities with the instructor's permission. Students using these devices for note-taking must turn off the wireless function and close all applications/windows other than the appropriate document or application unless the instructor specifically permits otherwise. Students must avoid non course-related activities such as checking email or social networking sites, web-surfing, or playing games because these diminish their – and their classmates' – engagement with instructional activities.
3. Unauthorized use of electronic communication or wireless devices during quizzes, examinations, or other graded activities may warrant disciplinary action under the terms of the UW Tacoma Student Code of Conduct.
4. Students who require access to hand-held or wireless technology as assistive measures for documented disabilities may use them according to stipulations in the student's Professor Notification Form from Disability Support Services.

5. Where personal emergency, family care responsibilities or employment situations require access to electronic communication devices, arrangements must be made in advance with the instructor. The instructor will decide if such access is appropriate.
6. Because hand-held communication devices are an integral part of the University's emergency notification system, *the instructor's* hand-held device should be activated during scheduled course times. In an emergency situation or if a security alert sounds or is sent by the Alert system, the instructor and his/her designee will consult their devices to determine if an emergency exists and may then give students permission to consult their own devices. Once the alert is over, students' devices should be immediately silenced and put away.
7. Other exceptions to this policy may be granted at the discretion of the instructor.

This policy may be updated in the future given changes to technology and/or concerns. Should this be the case, changes will be posted to the School's website accordingly.

This policy has been adapted and extrapolated from Winthrop University's "Policy for Appropriate Use of Hand-held and Wireless Technology in the College of Arts and Sciences", March 2010.  
<http://www2.winthrop.edu/artscience/AppropriateUseApprovedPolicyMar2010.pdf>