APPROPRIATE USE OF ELECTRONIC DEVICES

POLICY

Sherman College of Chiropractic (hereafter "Sherman College") is committed to the appropriate and effective use of electronic devices to enhance the quality of student learning. We recognize that, when used properly, electronic devices have this potential; however, when used improperly, these same devices can significantly degrade the quality of learning in the educational setting. Each student enrolled at Sherman College has a responsibility to other students and the instructor 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 being committed to the student honor code. Any potential violation will be addressed through Student Code of Conduct (Policy 8004). Electronic devices include, but are not limited to, cellular phones, laptops, tablets, digital watches, fitness trackers or any devices with photographic or recording capabilities.

Every instructor at Sherman College has the authority to restrict or prohibit the use of electronic devices in his or her classroom, lab and or any other instructional setting; unless the device is being used for approved instructional purposes as designated by the instructor. Instructors will communicate, both verbally and in writing via course syllabi, their policies regarding student use of electronic devices.

The Health Center's clinical learning environment is vastly different from the traditional classroom setting with the addition of various interactions with patients. This requires guidelines specific for the use of electronic devices in the various areas of the Health Center, which are outlined in this policy.

Class Periods

Students must receive prior expressed consent of the instructor before using any electronic device for audio and/or video recordings during class periods. Personal use of electronic devices during class periods is prohibited.

Exam Periods

All electronic devices must be turned off and placed at the front of the classroom with the student's other belongings during written and practical exam periods including, but not limited to, quizzes, tests, midterm and final examination periods. Sherman College issued iPads may be utilized when authorized by the instructor. In this instance, the iPad must be toggled to Do Not Disturb mode. See Policy 5006 – Exam Administration.

Note: Practical exams, including Entrance and Exit exams, are subject to video recording for review purposes.

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Exam Results Review Periods
All electronic devices with photographic and /or video capabilities, including audio recording devices, must be turned off and placed at the front of the classroom or in an area designated by the instructor during the review of examination results.

Library
All electronic devices must be in silent mode while in the library or library study rooms. Electronic devices may be used with headphones or earbuds as long as they are not disruptive. If a student must take or place a call, he/she must practice common courtesy and leave the library to place or take the call. The director of learning resources or any other library personnel have the authority to ask any student using an electronic device disruptively to leave the library.

Restrooms and Locker Rooms
To protect the privacy of individuals using restrooms and locker rooms, any use of an electronic device capable of recording, storing and /or transmitting visual images of others without their full expressed consent is prohibited.

Sherman College Health Center
Patient Care Environment (HC adjusting rooms, changing rooms, x-ray suites, physical exam rooms, Student Clinic): To protect the privacy of individuals using these areas, any use of an electronic device capable of recording, storing and /or transmitting visual images of others without their full expressed consent is prohibited.

Ready Room: All electronic devices must be in silent mode while in the ready room. Electronic devices may be used with headphones or earbuds as long as they are not disruptive.

Personal use of electronic devices should be limited to the ready room areas only.

Note: Refer to the Student Intern Handbook, Code of Conduct, for patient information protocols.