



Camosun College School of Business Classroom Technology Acceptable Use Guidelines

Unless otherwise instructed, the following are general guidelines for the use of technology in the classrooms in the School of Business at Camosun College.

Electronics: Electronics should only be used to support learning in the classroom. Specifically:

- Cell phones/Blackberries/iPhones or any electronic communication device should be completely turned OFF (“Silent” mode is not the same as turned completely “OFF”). At no time during class should these devices be used to make or receive phone calls, send/receive SMS texts, send email messages or instant messages, take pictures, or surf the net (this includes visiting any and all social networking sites).
- The use of computers/laptops/handheld devices will be at the discretion of your instructor and should be made clear by her/him. If your instructor supports the use of these devices in the classroom, they are only to be used to support the material being covered that day. Checking email, surfing the web for non-class related topics, chatting with others, or working on other non-related projects is not seen as acceptable use.
- Any and all other electronic devices (i-pods, MP3 players, PDAs, translators, handheld gaming systems, and electronic readers/tablets) should all be completely turned OFF for the duration of the class.
- The use of audio devices for recording of the class is at the discretion of the instructor and agreement to use such devices needs to be sought in advance. Video recording devices are not permitted in the classroom unless they are part of an activity organized and endorsed by your instructor.

Internet access in the computer labs: Use of the Internet in the computer labs during class time is also only to support the material being covered that day.

- Checking email, surfing the web for non-class related topics, chatting with others, or working on other non-related projects is not seen as acceptable use of the Internet (this includes doing work for other classes).
- Instructors in the computer lab are able to restrict access to the Internet during class time using AB Tutor.

Adapted from:

http://www.mcgill.ca/files/conted/Code_of_Professional_Conduct_Classroom_CCE.Final.pdf