

# MONFORT COLLEGE OF BUSINESS

## Classroom Technology Guidelines

### Date Reviewed: April 3, 2006

The MCB Classroom Technology Guidelines have been created to assist students and faculty in fostering a classroom environment that enhances the learning experience through appropriate integration of technology. Faculty members are responsible for implementing MCB classroom technology guidelines and have discretion for identifying appropriate student consequences when guidelines are not followed by students. Adherence to these guidelines will enable students to maximize the value they receive from technology usage in their academic endeavors and should be viewed as a regular and voluntary compact between faculty and students. Any student infractions deemed to be materially or substantially disruptive of the learning environment is cause for appropriate disciplinary actions based on College and University policies.

#### I. Objectives:

- Encourage the appropriate use of technology in the classroom to enhance the Monfort College of Business learning environment

#### II. Classroom Technology Use

Students should refrain from distracting behavior such as:

- Using any electronic handheld device not directly related to the learning of class material (i.e. PDA, dictionaries, translators, games)
- Using a cell phone or PDA for verbal, text, audio, video or still picture communication (cell phones, pagers or notification devices should be placed in the "off" or "silent only" mode and should not ring during class time)
- Using MP3 or other audio devices (except for hearing assistance devices)
- Cabling for electronic devices (e.g., power, network, and antennae) may not cross walkways.
- Use of a laptop or classroom computer in class is generally acceptable but may be prohibited by individual faculty in courses/class periods where they believe a computer is a distraction, not an enhancement.
  - When allowed in class a laptop or classroom computer should not be used for purposes other than note taking or researching current class session material (i.e., no e-mail, general web surfing or instant messaging, etc.)

#### III. Assessments (Exams, Tests, Quizzes)

During any test, exam or quiz (assessments), ALL electronic devices are expressly forbidden, unless otherwise authorized by the administering instructor. If a student is caught using any electronic device during an assessment, he/she will be subject to appropriate disciplinary actions set forth in College and University policies.

Students taking an assessment on-line in the computer lab or off-campus must CLOSE ALL applications other than the one being used for assessment, including, IM, e-mail, websites, etc. While in the computer lab, if a student is caught with any window or text appearing on your screen other than the assessment, he/she will be subject to appropriate disciplinary actions set forth in College and University policies.

#### IV. Audio, Still, Video Recording

Audio recordings of classroom presentations or material are acceptable, unless otherwise stated by the instructor. Students are required to notify the instructor or presenter when they are audio-recording any Monfort College of Business lecture, review session, etc. Any approved audio recordings are for personal and class peer-use only and may not be reproduced, transcribed, or distributed in any way without the written consent of the delivering faculty member and/or college administration.

Still pictures and video-recording of ANY classroom material is strictly prohibited unless authorized by the delivering faculty member and/or college administration.