



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 30.03, **Electronic Devices in the Classroom**

PURPOSE: The purpose of this School of Medicine (SOM) policy and procedure is to inform students regarding the appropriate use of electronic devices in classroom or other educational settings.

REVIEW: This SOM Policy and Procedure shall be reviewed within each even-numbered fiscal year by the Educational Policy Committee. Revisions will be forwarded to the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

1. **General.** This policy is intended to guide appropriate behavior in the use of electronic devices in the educational setting.
2. Policy Considerations.
 - a. The use of electronic devices in the classroom setting (i.e., laptop computers, PDAs, etc) is to be limited to that which is necessary for that particular class.
 - b. Cell phones are to be turned off or placed in vibrate mode.
 - c. ***Unofficial use of audio and videotaping is prohibited unless it is audio recording by a student of the current class for personal use, only with permission of the faculty or instructor, with the understanding that sharing with anyone other than members of that current class is not permitted. Any violation of this policy will be considered unprofessional conduct.*** Official use of audio taping includes the scribe service if used as advertised and sold to students and anything that Texas Tech records for official use of the school. The Audio Visual room will remain unlocked but will be monitored and students other than the scribe will be asked to leave.