Individual Instructor Technology Statement Syllabus Examples

Example 1:

Instructor’s Technology Statement: Phones and laptops whether for calling, texting, emailing, etc., should only be used in an emergency during class. If there is an emergency, let me know and take the appropriate steps. Otherwise, I should never see a phone. If you want to look something up that I said in class, make a note and look it up after class. If I see you using your phone, I will ask you if it is an emergency. If yes, please let me know. If not, apologize and put the phone away. If I have to ask about your phone more than two times during the course of the semester, I will refer you to the Campus Director for disruptive behavior in the classroom. Furthermore, if I visibly see your phone during a test or quiz, you will receive a grade of “zero” for that assignment. Phones must be placed in a backpack at the back of the room during tests and quizzes.

Example 2:

**Cell Phone/Pager Policy**

**The use of cellular telephones, pagers, and electronic devices in the classroom is prohibited at Nashville State.** The faculty has determined that these wireless communication systems disrupt the academic process. Students who are required to carry pagers and/or have cell phones for employment and/or family responsibilities must inform the instructor at the beginning of the semester concerning the necessity for pager/cell phones. The instructor and student will discuss the need(s) for the pager/cell phone and a decision will be made by the instructor concerning the use of the pager/cell phone. In cases where pagers/cell phones are required and allowed by the instructor, the pager/cell phone must not disrupt the classroom.

Students who violate the terms of agreement on the use of pagers/cell phones will forfeit the use of the privilege. Students will be responsible for any work that is missed. Students will not be excused to make telephone calls during examination periods. In all cases relating to the use of electronic devices in the classrooms, the instructor will determine appropriate behavior.

Example 3:

PHONES AND OTHER DEVICES USED TO COMMUNICATE WITH THE OUTSIDE WORLD

Phones whether for calling, texting, emailing, etc., should only be used in an emergency during class. If a phone is used to cheat, please see my academic misconduct policy for consequences (possible zero on that assessment). If a phone disrupts the learning experience for others in the classroom, please see my classroom misconduct policy for consequences (possible disciplinary sanctions). In cases where your phone use is a distraction to you alone and not for the purposes of cheating, please consider the following consequences:

1. You may miss information that would help you be successful and safe in class;

2. I will want to have a conversation with you about phone use before helping you in class or out of class;

3. I will describe your phone use in a recommendation or reference, if you happen to need one from me.

LAPTOPS AND OTHER DEVICES USED TO RECORD CLASS INFORMATION

No.

EXCEPTIONS

I understand there are some devices that may be appropriately used in some non-emergency cases. You will need to speak to me to receive special permission to use this device during class. I will need to see the device, and you will fill out a form that requires a written justification for its use during class before I decide. If you receive permission and then use the device for other purposes, I will revoke the special permission.