



Institute
for Education

Electronic Devices Policy

Version 1.0

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1 Purpose

- 1.1 The Institute for Education (IfE) acknowledges the importance of innovative and progressive technologies that support quality in teaching and learning, promote integrated learning, and facilitate global engagement and citizenship. This policy seeks to ensure that course participants have access to electronic devices to enhance their learning during course instruction and/or assessment while at the same time putting the responsibility of establishing guidelines for use for educational purposes with the lecturer.
- 1.2 Electronic devices include, but are not limited to; laptops, tablets, mobile phones, portable recording devices (audio or visual) and digital cameras.

2 Policy

- 2.1 The use of electronic devices is only allowed at the discretion of the lecturer. The use of such electronic devices should not be a distraction to other course participants or the lecturer. Course participants are expected to use electronic devices only as part of ongoing lecture activities. If a lecturer believes the utilisation of electronic devices is not beneficial to the learning environment, then he/she may prohibit their use at any time. Furthermore, the use of any electronic device for purposes of audio or video recording is permitted only with the prior written consent of the lecturer and the other course participants.
- 2.2 Course participants are also not permitted to communicate with others via e-mail, instant (typically via an app) or text messaging during the lectures using mobile phones, tablets, laptops, or other electronic device, unless expressed permission is given by the lecturer.
- 2.3 Moreover, course participants are also not permitted to engage in any research, work, or internet surfing not authorized by the lecturer; duplicating, storing or transmitting material that violates copyright law; accessing, creating, distributing, or transmitting abusive, slanderous, libellous, discriminatory, sexually explicit, or pornographic material; and harassing, bullying or threatening another course participant (see the [Course Participants' Conduct Policy and Procedures](#)).

3 Violation of the Policy

3.1 A course participant violating the Electronic Devices Policy or individual instructions on the use electronic devices in the classroom shall be subject to any or all of the following actions:

- Confiscation of the device by the lecturer for the remainder of the lecture;
- Dismissal from the lecture for the day on which the offense occurs;
- Referral to the Head of Admissions for disciplinary action under the [Course Participants' Conduct Policy and Procedures](#).

4 Relevant documents

- [Course Participants' Conduct Policy and Procedures](#)
- [Information Technology Acceptable Use Policy](#)

5 Version history

Originator	Version	Date	Changes Done
QA Dept.	1.0	8/07/2019	Initial Release