

BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE

OPERATING POLICY

Effective Date	Subject	Number	Page
July 9, 2014	ELECTRONIC COMMUNICATION USAGE	B-OP-3-14	1 of 1
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POLICY STATEMENT

BridgeValley Community and Technical College (College) faculty, staff, and students shall maintain an instructional and professional atmosphere that is conducive to learning, avoiding interruption of lectures and laboratories with personal electronic communication usage and work time. Through this professional conduct and quality standard, the College will convey the expectations of appropriate electronic communication usage common in business and industry.

PROCEDURES

1. Upon entering a meeting, classroom, or laboratory, faculty, staff, and student members shall change their electronic communication device to silent or vibrate mode.
2. No electronic communication not directly related to instruction should occur during instructional time. This includes personal listening devices. Ear buds shall be removed and all electronic devices that are not directly required for the meeting, lecture, or laboratory are to be turned off.
3. Any calls received during assigned lecture or laboratory courses should be sent to voicemail and answered after completion of the class.
4. In **extreme** cases of emergency, the faculty member may indicate to students at the beginning of the class that he or she may be contacted regarding an emergency. If the emergency call comes through during class time, the faculty member will excuse himself/herself to take the call in an office setting. Phone conversations or text messages are not appropriate in meetings, classrooms, or laboratories.
5. Faculty are expected to reflect the following statement in each course syllabus:

College faculty, staff, and students shall maintain an instructional atmosphere that is conducive to learning, avoiding interruption of lectures and laboratories with personal electronic communication usage. Upon entering the classroom or laboratory, faculty, staff, and student members shall change their electronic communication device to silent or vibrate mode. Electronic communication not directly related to instruction is not permitted during instructional time. Any calls or text messages received during assigned lecture or laboratory courses must be answered after completion of the class.

Approved by: Cabinet **Date:** 7/9/2014