

TITLE: Phone and Computer Policy POLICY NO: R-12

EFFECTIVE DATE: 9-1-2024

REVISION DATE: revised 8-16-2021, 8-7-2023, 5-13-2024

Purpose:

The purpose of the phone and computer policy is to inform the ASR and BSMIT student of the policies on the use of phones and computers at the clinical facility.

Policy:

Personal phone calls and texting is prohibited in the clinical setting. The use of cell phones, smartwatches, iPads, and tablets in the clinical setting is considered disruptive and is strictly prohibited. Students' electronic devices should be set to vibrate/silent mode and stored in the designated area during clinical hours. Students who are observed with their electronic device(s) in the clinical setting will be asked to put their device away and clinical coordinators will be notified.

It is unprofessional and unacceptable to use the clinical telephones or computers for personal use. Using a unit/agency telephone should be reserved for emergencies only.

Students should not answer telephones at clinical agencies. Students are discouraged from accessing the clinical site's computer system and should adhere to agency policy regarding the use of computers and protected health information.

The use of cell phones in the classroom is also prohibited, unless required for an interactive teaching platform. Cell phones should be set to silent/vibrate mode and students should not use their phone during scheduled class time, unless allowed by instructor for educational purposes.

Electronic devices cannot be used when taking exams or quizzes. Basic calculators will be provided for exams/quizzes.

- If a student is found cheating on an exam and after the Office of Student Conduct reviews and determines the allegation is verifiable, a sanction will be imposed of a zero "0" for their exam score and the student will be dismissed from the radiography program.
- If a student is found cheating on quizzes or assignments and after the Office of Student Conduct reviews and determines the allegation is verifiable, a sanction will be imposed of a zero "0" for their quiz or assignment score.

This policy follows R-13 and R-24, Notification for Improvement and Violation policies.