

Title: Electronic Device Policy

POLICY NO: R-12

EFFECTIVE DATE: 1-30-2025

Purpose

This policy outlines the appropriate and professional use of electronic devices within the clinical and classroom setting. It outlines strict measures relating to patient privacy. Additionally, it aims to ensure compliance with local healthcare facilities while also maintaining a professional learning environment.

Classroom Policy

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.

Clinical Policy

Students may utilize a **laptop or tablet** in the clinical setting expect for students in the first semester of the program. The device must be set to silent and out of patient care areas (exam rooms, hallways, etc.). Students are not permitted to have earbuds / headphones, VR headsets, smartphones, smartwatches, wearable devices (smart glasses), or any other personal electronic device while in the clinical setting. An exception is logging into Canvas via Duo on a smartphone. The phone must immediately be put away after Duo is approved. Personal phone calls on a laptop or tablet may not be made in or around patient care areas (tech center, exam room, etc.).

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

Permitted Use

- **Educational Purposes:** Electronic devices should be utilized for educational purposes only, such as completing assignments through canvas, reviewing notes, and accessing educational materials.
- **Clinical Documentation:** Students may use electronic devices to access Trajecsys and send / receive information pertaining to clinical competencies.
- **Communication with Supervisors:** Students may communicate via email with faculty and clinical instructors via approved electronic devices. This communication must not contain protected health information.

Restricted Use

- **Patient Privacy:** Electronic devices must NOT be used to photograph, record, or transmit any patient information or images. This includes, but is not limited to patient names, diagnoses, photographs, or other identifying details. Any violation of patient privacy will be considered a HIPAA violation and will result in disciplinary actions.
 - Devices should never be used in a manner that could compromise patient confidentiality or breach HIPPA regulations. Unauthorized sending / receiving of patient details are strictly prohibited.
- **Staffing Privacy:** Electronic devices must NOT be used to photograph, record, or transmit any information pertaining to clinical staff. Any violation of this privacy will result in disciplinary actions.
- **Personal Use:** Personal use of electronic devices, including texting, phone calls, social media, or internet browsing, is strictly prohibited.
- **Social Media:** Posting about clinical experiences, patient cases, or clinical locations on any social media platform is strictly prohibited. Students must avoid any mention of the clinical setting, patient encounters, or clinical activities on personal or public accounts. Violations of social media policies may result in disciplinary action, including suspension or program dismissal.

Security and Privacy

- **Device Security:** Personal electronic devices are not property of IU South Bend or local clinical agencies. Students must ensure that their devices are secured with a password to prevent unauthorized access. Additionally, IU South Bend or the clinical facility hold no accountability for lost / stolen devices.
- **Compliance with Clinical Site Policies:** Students must follow the specific policies of the clinical site regarding electronic devices. Some clinical sites may have stricter rules, and students are expected to fully comply.
- **Unauthorized Recording:** Students are prohibited from recording conversations, clinical sessions, or any interactions with patients or staff without explicit written permission.

Violations

- Students who use personal devices when patient care activities are being performed might appear unprofessional and distract from patient care responsibilities. Any inappropriate use of electronic devices may result in disciplinary actions, including but not limited to alert forms, loss of electronic device use, suspension from clinical rotations, loss of professionalism points, and possible program dismissal. Serious violations, especially those compromising patient privacy or HIPAA compliance, will result in formal investigation and may lead to legal consequences.

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