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Owner:	Faculty Organization
Policy Area:	College of Nursing CNG
References:	
Applicability:	MVHS

## Personal Computer Use in the Classroom, CNG-100.4

### PURPOSE

Personal technology is welcome to be used in the classroom to facilitate student learning. The expectations of professional and respectful engagement are to be observed at the student workstation and for class purposes. Failure to adhere to the following guidelines may result in loss of computer use privileges in the classroom and/or progressive discipline. The College is not responsible for any lost, stolen, or damaged personal computer and/or accessories. This policy outlines the guidelines use of personal computers in the classrooms by students.

### SCOPE

Students, Faculty

### REFERENCES

### DEFINITIONS / ABBREVIATIONS

### PROCEDURE / DIRECTIVE

1. Workstation guidelines: To minimize the distraction and intrusion some laptop computers may bring into the classroom.
  - A. Computer must be in good working order with minimal setup time and procedures.
  - B. Sounds and noises from the computer must be muted.
  - C. Lighting should be decreased on the monitor so as to not illuminate the room or disrupt neighboring students.
  - D. Personal or revealing screen savers or desktop pictures/icons should be removed.
  - E. The student should sit next to an electrical outlet if a power source is needed.
  - F. Traffic hazards created by cords are not allowed.

G. All computer accessories should be labeled with the student's name.

2. Classroom guidelines: The following list indicates appropriate and learning-centered uses for personal computers in the classroom.

- A. Taking notes on the class presentations and discussions.
- B. Participating in class surveys.
- C. Working on group projects.
- D. Taking in-class quizzes.
- E. Working on in-class activities.
- F. Referencing statements and classroom contributions.
- G. Accessing the course Internet site/platform.
- H. Special use as designed by the faculty.

## **CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):**

### **This Document Replaces:**

NSG-CNG-100.4

### **Attachments:**

No Attachments

### **Approval Signatures**

<b>Step Description</b>	<b>Approver</b>	<b>Date</b>
Owner	Faculty Organization	6/19/2019

### **Applicability**

MVHS