EME Phone and Recording Device Policy

**PURPOSE:** To avoid unethical use of phones by students, identify personal responsibility and establish cell phone and recording devices policies.

**POLICY:** Cell phones are to be off or in storage area during classes or testing.

**DEFINITIONS**

1. Cell phone is any device used for communication, analog or digital.

2. Recording device is object to record lectures.

3. Backpacks include actual backpack, purses or other similar type object.

**DATE: March 25, 2019**

**PROCEDURE:**

1. Cell phones during class
	1. Must be in off position and stored in backpack, purse or similar type object.
	2. May not be on person at any time while in class.
	3. If there is an emergency need to have your phone on, you need to tell instructor and while you can leave your phone on, it must be left in the front with the instructor.
	4. Cell phones can be retrieved and used during breaks but must be placed in backpack or similar object in the off position when returning to class.
2. Cell Phones for paramedic students during tests/quizzes
	1. Cell phones must be placed in the phone box while in class.  They can be removed at any break except the break after your test.
	2. If you have an emergency where you need your cell phone on you need to notify your instructor for the day.
3. Backpacks
	1. Must be stored either in back or front of room during all tests or quizzes.
	2. If concerned about safety of belongings please store in front of classroom.
4. Recording devices
	1. Recording devices can be used for recording lectures.
	2. Cannot be used for recording test or quiz reviews either before or after test or quizzes.
	3. Must be actual recorder, either digital or tape.
	4. Cannot be cell phone, iPod or any other similar devices.
	5. If you are recording you must inform the instructor each day that you record the lectures and have the recording sign on.

FAILURE TO FOLLOW POLICY

1. Failure to follow this policy will at a minimum require a written warning and may cause termination of the student.
2. Progressive discipline for forgetting to follow phone policy
	1. 1st, documented verbal warning
	2. 2nd, written warning
	3. 3rd, termination
3. If phones or recorders are used during tests, quizzes or review of either will cause immediate termination of the student.
4. Any future knowledge of the student using information gained from tests or quizzes for other students can cause action against their certification.
5. Any posting of notes, recordings or videos on the internet via such venues as Facebook, YouTube etc will be subject to disciplinary action such as listed in # 1 and 2 above.