

Cell Phones and Personal Electronic Devices

The respectful use of cell phones and other electronic devices is an important element of a student's CIA education as students prepare for success in the foodservice and hospitality industry. Therefore, students are expected to adhere to the following guidelines concerning use of these devices on campus:

Use in Laboratory Classes

With instructor's approval, students may use cell phones and other electronic devices in laboratory classes for the following purposes:

- As a timer
- As a clock
- As a calculator—for class only; not for tests
- For research—only if it is part of class
- To take photos to use for building a portfolio
- To take videos—of demos only
- In emergency situations

Examples of inappropriate use of electronic devices in class include:

- Playing games
- Using social media sites or apps
- Sending or reading personal e-mail
- Talking
- Texting
- Reviewing course guides or timelines
- Reading or consulting recipes
- Taking or watching videos other than of demos, as above
- Walking and texting at the same time
- Anything else that the instructor considers disruptive to the class

In addition, at the instructor's discretion, students and their classmates may be asked to refrain from using or to keep cell phones face down on their desks during lecture.

Use in Lecture Halls

Electronic device use is **never** appropriate in lecture halls. The only exceptions will be for emergency situations or specific educational need with prior instructor approval.

Use Outside of Classes

When students are not in class, they may use these devices:

- In common areas, while stationary
- In dining areas, while stationary

Use of Earbuds and Headphones

For safety reasons, no earbuds or headphones are allowed in kitchens, bakeshop areas, or hallways of academic buildings. This includes times when students are cooking or transitioning through a kitchen or bakeshop for the purpose of a meal.

Consequences for Inappropriate Use

Any violation of these guidelines may result in dismissal from class, a recorded absence, and/or reduction of a student's daily grade at the discretion of the instructor. Students will be referred to Student Affairs for violations outside of the classroom environment.