



CEU

*Universidad  
San Pablo*

**RULES ON**

**THE USE OF ELECTRONIC  
DEVICES IN CLASSROOMS**

Madrid, 30 May 2018

## **EXPLANATORY STATEMENT**

Over the last few years there has been huge progress in New Technologies enabling teaching work to be enhanced with new possibilities, and reaching students who were unable to go to the school itself. This has also facilitated teaching for those with special needs, who have been able to overcome their difficulties with the aid of technology.

Apart from this the concept of classroom teaching has consequently taken on a further dimension. Students in the classroom can also be given teaching supported by new tools which students find easily accessible. They themselves indeed use them as a form of social relations; they are familiar with handling them and in most cases display great skill in their use and interest for the content offered through these channels.

These same tools - computers, mobile phones, smartwatches and other electronic devices - have nevertheless proven to entail some major drawbacks as regards the distractions caused in the classroom when they are used for purposes not connected with teaching and also due to failures in academic integrity by cheating in tests and examinations. These are the reasons why existing rules need to be completed with specific guides on the use of these instruments in the classroom.

Regulation of the use of these instruments is thus necessary to enable the student and the teacher to enjoy all the advantages meant by them, but also to ensure that rational use is made of these, to prevent them from impairing the conduct of classes or distracting the attention of those who are following the explanations given at these.

These Rules thus seek to establish the limits to the use of technologies in the classroom, for which purpose the Standing Committee of the Governing Board, at its Session of 30 May 2018 passed the following:

ONE. It is forbidden to use mobile phones during classes except for any cases in which this is expressly authorised by the teacher of the subject, for educational reasons or after a report on disability has been provided.

TWO. The mobile phone will always be kept out of sight, in silence or switched off during theoretical and practical classes, seminars and workshops.

THREE. It is strictly forbidden to use mobile phones, smartwatches or any other electronic device in examinations. In the event of these being used and this implying any kind of breach of academic integrity (fraudulent use of these devices) the teacher will hand said devices in at the Dean's office. In these cases the teacher shall make sure that the student personally switches off the device.

FOUR. Computers and other electronic devices may only be used in cases in which the teacher expressly allows this and for purposes connected with learning the subject or after a disability report is provided. Any students who make improper use of the computer during the class will be subject to currently effective disciplinary rules. Taking photographs or recording videos or audios during classes without the teacher's express consent is similarly forbidden, and could be punishable.

FIVE. The use of messaging tools (such as electronic mails, WhatsApp groups, forums ...) and the use of social networks between students must conform to the same rules for respect between colleagues and with the staff of the Universidad San Pablo-CEU as any other type of communication. Any form of harassment and verbal aggressiveness over these channels will be punishable, as well as any other infringement of University rules which may be spread over these tools.

SIX. Any electronic communication (WhatsApp groups, electronic mails, social networks, collaborative documents ...) between teachers and students shall only be on academic matters. Ensuring that proper use is made of these channels shall be the teacher's/teachers' responsibility.

SEVEN. No mobile phones, computers or other electronic devices shall be left on the premises of the Universidad San Pablo-CEU without the supervision of their owner. The University does not assume any liability if these are mislaid or lost.

EIGHT. Any failure to comply with these rules may result in opening an inquiry or disciplinary proceedings and may in some cases entail expulsion from the University.