

Policy Name: Student Use of Personally Owned Mobile Communication Devices/Recording Devices

Approval Authority: RBHS Chancellor

Originally Issued:

Revisions: 6/20/2013

1. **Who Should Read This Policy**

All Rutgers University students within Robert Wood Johnson Medical School, School of Health Related Professions, Rutgers School of Dental Medicine, New Jersey Medical School, Graduate School of Biomedical Sciences, School of Public Health, and School of Nursing (former UMDNJ School of Nursing).

2. **Related Documents (refer to policies.rutgers.edu and <http://uhr.rutgers.edu/policies-resources/policies-procedures> for additional information)**

- A. Rights & Responsibilities for the Use of University-Accessed Electronic Information Systems
- B. Issuance and Use of Mobile Communications Devices

3. **The Policy**

DEFINITIONS

- A. Mobile Communication device is defined as any Cell Phone, Pager, Personal Digital Assistant (PDA), MP3 player, headphone, Bluetooth device, or any other wireless device that could be used to access the Rutgers network.
- B. Recording device is defined as any device used to record or intercept any wire, electronic, oral or visual communication, to include, but not limited to, mobile communication devices, including those with picture messaging, tape recordings, other photo devices and the transmission of images through e-mail systems.

BACKGROUND

The use of personal mobile communication devices and other electronic devices has expanded rapidly. The University does not wish to unreasonably constrain the use of these devices; however, it has a broader responsibility to: (1) ensure that they are used in an appropriate manner; (2) ensure the integrity of proprietary information; (3) preserve the privacy of employees and students, and (4) ensure that unauthorized surveillance does not breach the reasonable expectation of privacy in the learning environment.

POLICY

- A. Mobile Communication Devices – Students are required to exercise discretion and restrict the use of personal mobile communication devices, in any educational setting to the extent required by the facility in which the educational experience takes place and in accordance with this policy.
- B. Recording Devices - As a general rule, recording devices and camera-equipped devices (including mobile communication devices) and their uses are restricted in accordance with state and federal regulatory guidelines concerning unauthorized surveillance. Students shall not use the picture-taking functionality of mobile communication devices in the educational setting, unless specifically authorized to do so. Unauthorized use of cameras at any University-owned facility, including designated research areas, restrooms, or exercise areas without the express written consent of the department manager is not allowed.
- C. Recording Conversations - It is expected that students will respect the privacy of other individuals in the educational setting, and that secret recording of individuals without their knowledge is not compatible with the mission of universities to foster an open exchange of ideas. While realizing that recordings may serve many legitimate academic purposes, the University does not condone recording of individuals who are unaware that such recordings are being made. In order to promote an environment of trust and collegial academic sharing, the University expects that any recording will be done only with the prior consent of the parties involved. Covert/secret recording of any conversation or meeting occurring at the educational setting, including any classroom or other educational experience, or conversations or meetings offsite that deal with educational matters of official concern is prohibited. Examples of such conversations or meetings are discussions with a counselor or investigator, student counseling sessions, student advisement sessions, grade appeals, disciplinary hearings, etc.
- Students are also prohibited from arranging for others to do any recording of conversations, phone calls or other educational activities, unless specifically permitted by the University.
- D. In compliance with the privacy regulations contained in the Health Insurance Portability & Accountability Act (HIPAA), visual and recording devices shall not be used in patient care areas.
- F. The University shall not be liable for the loss or damage of personal cell phones, multimedia devices or other recording devices brought into the educational setting.
- G. Failure to comply with the provisions of this policy may result in disciplinary action up to and including dismissal from an academic program, depending on the severity of the infraction.