

Office of the Chancellor

University of New Orleans

Administrative Policy & Procedure (AP) – 5.4
Effective Date: 11/1/01

SUBJECT: Guidelines for the use of electronic and wireless devices (e.g., cellular phones, pagers, laptop computers, etc.) in instructional classes and in the Library.

PURPOSE:

To set forth the policies concerning the usage of electronic and wireless devices (e.g., phones, pagers, laptop computers, etc.) in instructional classes and in the Library.

DEFINITIONS:

1. “Wireless Device” is any telecommunications device that sends or receives information via electromagnetic waves.
2. “Cellular Phone” is defined as a generic term for all wireless phones.
3. “Pager” means a small telecommunications device that receives (and, in some cases, transmits) alert signals and/or short messages.
4. “Laptop Computer” is defined as a personal computer generally smaller than a briefcase that can easily be transported and conveniently used in temporary spaces and that may have audio speakers and add-on telephone devices.
5. “Silent Mode” means any method by which an electronic or wireless device alerts the user without an audible signal.
6. “Instructional Class” means any class that is listed in the University of New Orleans Catalog.

7. “In Progress” refers to the duration between the scheduled start time and scheduled end time of an instructional class, as set forth by the University of New Orleans Schedule of Classes.
8. “Library” refers to the Earl K. Long Library. It is primary repository of literary, musical, and reference material for the University of New Orleans.
9. “Study Areas” are areas in the Library that have been designated specifically for study and are considered quiet zones. These areas exist throughout the library and are posted as such.

GENERAL POLICY:

It is policy of the University of New Orleans to control the use of electronic and wireless devices in the Library and while instructional classes are in progress. While in the Library or while in an instructional class in progress, all wireless devices must either be turned off, or switched to their silent mode. Any audible signal, ringing or otherwise, transmitted by an electronic or wireless device, whether during an instructional class or with in the Library, is strictly prohibited.

Furthermore, talking on cellular phones while in attendance of an instructional class or in designated study areas in the Library is also strictly prohibited. If any persons must receive a call, they must exit the classroom or library study area in order to conduct the conversation. Enforcement of this policy and settlement of disputes is the responsibility of the instructor, the librarian, or the respective building supervisor.

AUTHORITY:

Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors of the Louisiana State University System.