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Owner Faculty Organization  
Policy Area College of Nursing CNG  
Applicability MVHS

## Personal Computer Use in the Classroom, CNG-100.4

### PURPOSE

To outline the guidelines for use of personal computers in the classroom by students.

### SCOPE

Students, Faculty

### REFERENCES

### DEFINITIONS / ABBREVIATIONS

### PROCEDURE / DIRECTIVE

1. Workstation guidelines:

To minimize the distraction and intrusion computers may bring into the classroom:

- A. Computer must be in good working order with minimal setup time and procedures.
- B. The computer must be muted.
- C. Lighting should be decreased on the monitor so as to not illuminate the room or disrupt others.
- D. Personal or revealing screen savers or desktop pictures/icons should be removed.
- E. The student should sit next to an electrical outlet if a power source is needed.

- F. Traffic hazards created by cords are not allowed.
- G. All computer accessories should be labeled with the student's name.

2. Classroom guidelines:

The following list indicates appropriate and learning-centered uses for personal computers in the classroom:

- A. Taking notes on the class presentations and discussions.
- B. Participating in class surveys.
- C. Working on group projects.
- D. Taking in-class quizzes.
- E. Working on in-class activities.
- F. Referencing statements and classroom contributions.
- G. Accessing the course Internet site/platform.
- H. Special use as designed by the faculty.

**CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):**

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**Approval Signatures**

Step Description	Approver	Date
Owner	Faculty Organization	6/27/2023