



UNLIMITED, Inc.
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Emergency Medical Technician (EMT) Program Student Electronic Device Use Policy

1. Purpose

To maintain an interruption-free learning environment, protect privacy, and preserve the integrity of instruction and evaluation. Electronic device misuse is disruptive and will not be tolerated.

2. Scope

This policy applies to all EMT students and their visitors at all times during:

- Classroom lecture and instruction
 - Skills labs and practical sessions
 - Quizzes, exams, and skills evaluations
 - Any program-related activity including clinical rotations
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3. Policy

Electronic devices are a privilege, not a right, during EMT training. Devices may be used only when permitted by this policy and only in the manner directed by the instructor. Failure to comply will result in disciplinary action.

4. Recording and Photography Prohibited — No Exceptions (Except Approved ADA Accommodation)

1. **Students are strictly prohibited from taking any photos, video, or audio recordings at any time in the classroom, skills lab, or program areas.**
 2. This includes (but is not limited to):
 - Photos of instructors, classmates, equipment, skills stations, whiteboards, screens, PowerPoints, tests, quizzes, skill sheets, or instructional materials
 - Video recordings of skills demonstrations or practice
 - Audio recordings of lectures or conversations
 3. Any attempt to record (including “accidental” recording or use of wearable technology) will be treated as a serious violation.
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4. This policy supports privacy, academic integrity, and legal compliance, including California all-party consent requirements for confidential communications.

5. ADA / Accommodation Exception (Recording) — Strictly Controlled

1. The EMT program complies with the Americans with Disabilities Act (ADA) and applicable state disability laws.
2. **Recording may be permitted only as an approved accommodation** for students with documented disabilities (including hearing impairment).
3. Students seeking permission to record must:
 - o Provide official documentation through the school's approved accommodation process, and
 - o Receive **written authorization from Program Leadership** prior to making any recording.
4. **Recording without written approval is prohibited**, regardless of the reason.
5. Approved recording is governed by the **Accommodation Recording Agreement** and may be revoked if conditions are violated.

An accommodation does not remove privacy rules; it permits limited recording under program control.

6. When Personal Use of Electronics IS Allowed

Personal use of phones and other electronics (texting, calls, email, general use) is allowed only:

- **Before class begins** (students are encouraged to arrive **30–60 minutes early**)
- During **scheduled breaks**
- During **lunch**

Personal use must stop immediately when instruction resumes.

***Reminder:** Photo/video/audio recording remains prohibited at all times in program areas unless a student has a documented ADA accommodation and written authorization.*

7. During Instruction: Devices Silent, Controlled, and Out of Use

1. During instruction, all devices must be silenced (no audible notifications).
2. Phones must remain on vibrate, face down, and may not be handled during instructional time except for a verified emergency.
3. Non-emergency personal phone use during instruction is prohibited.

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4. Students who access phones repeatedly during instruction will be considered in violation of this policy.

8. Emergency Use Only

1. Cell phones may be accessed only for verified emergencies.
2. Students must exit the classroom before using the phone and notify the instructor immediately afterward.
3. “Non-emergency personal matters” do not qualify.

9. Approved Laptop/Tablet Use (Limited Permission)

Laptops and tablets are permitted only for approved educational use, including:

- Taking class notes
- Accessing course materials
- Using approved eBooks or EMS references
- Completing instructor-directed learning tasks

Strict Limits

1. Laptops/tablets must be used only for class-related purposes during instructional time.
2. The following are strictly prohibited:
 - Games
 - Social media
 - Streaming video/music
 - Unrelated web browsing
 - Personal messaging/email
3. If an instructor observes or suspects off-task use, the instructor may revoke laptop/tablet privileges immediately for the remainder of the class session, the day, or longer at program discretion.
4. Students may be reassigned to a seat designated by the instructor for monitoring or required to close their device.

10. Prohibited Devices

The following devices are not permitted during class, lab, evaluation activities or clinical settings:

1. Smart watches (any type/brand)

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2. AI / META devices and wearable technology (including smart glasses or wearable AI assistants)
3. Any device capable of recording, transmitting, or receiving information in a manner not controlled by the instructor
4. Earbuds or headphones

11. Quizzes, Exams, and Skills Testing

1. All cell phones must be secured in student lockers during quizzes, exams, and skills evaluations.
2. No connected electronics are permitted, including:
 - o Smart watches
 - o Bluetooth devices
 - o Earbuds/headphones
3. Laptops/tablets are prohibited during evaluations unless explicitly authorized for a documented accommodation or instructor-directed function.
4. If a student is found with a phone or unauthorized device during evaluation, the student may be removed immediately and the incident may be treated as an academic integrity violation.

12. Strong Recommendation: Secure Your Phone for the Entire Training Day

Students who are frequently tempted to check their phones during instruction are strongly encouraged to:

- Secure their phone in their locker for the entire training day
- Reduce unnecessary distractions
- Maintain professionalism
- Limit repeated interruptions and the need for additional breaks

Students who secure their phone for the entire day typically demonstrate stronger focus and performance.

13. Extenuating Circumstances

Students who anticipate difficulty complying due to personal situations must:

1. Notify the instructor before class begins, and
 2. Receive instructor approval for a compliance plan.
- Failure to notify does not excuse noncompliance.

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14. Enforcement & Progressive Discipline

Failure to comply with this policy will result in the following progressive discipline:

1st Offense

- Verbal warning and documented by the instructor

2nd Offense

- Written warning
- Signed by the student and **Ryan**
- Reported to **Mark and Jules**

3rd Offense

- Removal from that class session and loss of attendance time
- Documented and signed by: Student, Instructor, Ryan, and Mark and/or Jules

Next Offense

- **Removal from the EMT Program documented and signed by all parties above**

15. Instructor Authority

1. Instructors may require students to place devices in lockers or a designated secure location at any time.
2. Instructors may address violations immediately and may remove students from instruction for disruption or noncompliance.
3. Electronic device privileges may be restricted for individual students as needed to maintain a professional learning environment.

16. Student Acknowledgment

All students must sign acknowledgment of this policy and agree to comply as a condition of enrollment and continued participation in the program.

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Acknowledgment

By signing below, I acknowledge that I understand and agree to follow this agreement and all electronic device policies with a revision noted below.

I also acknowledge that I have been provided a copy of this policy.

Student Name: _____ **Class:** _____

Student Signature: _____ **Date:** _____

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