

**PROCEDURE:** SCHOOL OF MEDICAL LAB SCIENCE (MLS.02.04.00.00)  
**EFFECTIVE DATE:** 2/12  
**REVISION DATE:** 1/14, 3/15, 5/17, 4/20, 4/21  
**REVIEW DATE:** 2/13, 3/16, 5/18, 3/19, 5/23, 4/24

**SUBJECT:** NON-HOSPITAL OWNED ELECTRONIC DEVICES

**PURPOSE:**

To ensure the safe use of electronic devices brought into the hospital.

**POLICY:**

1. The following electronic devices are permitted in the classroom for educational purposes only.
  - 2.1. Laptop computers
  - 2.2. Tablets
  - 2.3. Voice recorders
2. All other electronic devices require permission of the instructor and program director.
3. Cell phones are not allowed to be used during clinical rotations. Cell phones should be on silent and put away while in the classroom unless used for educational purposes.
4. Headphones/ear buds are not allowed to be worn during the program unless the student is on break.

**PROCEDURE:**

1. The program director will be notified if student(s) does not adhere to this policy.
2. If a student fails to adhere to this policy, the program director will implement the Disciplinary Action policy (MLS.02.06.00.00).

**REVIEWED BY:**

Program Director, School of Medical Laboratory Science