

# Cell Phone and Personal Property Policy

Because cell phones may be used in class as an educational tool and resource, students are permitted to have them on their person. Cell phones may only be used for instructional purposes when authorized by the instructor.

## Use During Class

If a cell phone becomes a distraction in the classroom, the instructor may prohibit its use for the remainder of the class or training session. At the instructor's discretion, cell phones must be placed on vibrate or turned off during class.

## Use During Testing

Cell phones are strictly prohibited during all quizzes and exams. During testing in the computer lab, cell phones must be turned off and placed on the front table until testing is complete. Students may retrieve them after the quiz or exam has ended.

## Personal Property

CTRTA and its instructors are not responsible for securing, monitoring, or replacing personal items brought to class. If an instructor observes a student with a valuable item that may be at risk, the instructor may direct the student to remove the item from the classroom and secure it in the student's vehicle.

Approved for CTRTA internal policy use.