

Addendum #4: Videotaping Nursing Skills Personal Communication Devices (PCD's) *

*Includes Cell Phones/Smartphones, smartwatches, iPod, iPad, Lap Top Computers, Notebooks, ear buds, Air Pods, headphones, Pagers, Readers such as Kindles, and/or any other Audio/Visual Recording Devices

Clinical and Laboratory:

No PCDs or any other audio/visual devices are permitted to be used in the clinical or laboratory facilities except in the designated area during lunch. At all other times, PCDs and other audio/visual devices must be powered off and kept in the student's car or clinical bag during clinical. Phones must be kept in lockers during lab. The only exception is when the student is assigned a specific skill to be videotaped for a particular lab.

Classroom:

PCD's are permitted in the classroom on silent or mute (not vibrate). PCD's can be used as a learning device only, no texting or personal use.

During tests, quizzes and test reviews only the laptop or tablet required for testing may be used. All other devices must be in the student's locker or designated area within the classroom.

At the instructor's discretion, if a PCD becomes a distraction to the classroom environment, the student will be asked to place the PCD in their locker.

In the event of an emergency, the HEMSPN office should be contacted so that a message can be relayed to the student's instructor. The HEMSPN office may be reached by calling (330) 332- 8940.

HEMSPN cannot and will not accept responsibility for damaged, lost, or stolen cell phones, tape recorders, lap top computers or any other electronic devices that are left in book bags, briefcases, cars, classrooms, clinical areas, lockers, purses, etc.

Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person are subject to dismissal.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property or when it involves HEMSPN and/or any of its associations.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Bullying Harassment Policy. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement as required by law.

The consequence for violating any part of the PCD policy:

- During a test or quiz, the student will receive 5 percentage points off their test/quiz score.
- During clinical/lab, the student will receive marginal points on the clinical or simulation evaluation.

Audio or Video Recording

Audio and video recording is permitted in the HEMSPN classroom only (Recordings not permitted in Simulation labs and Skills labs unless assigned)

1. The student must have instructor permission to record a lecture and must inform instructor when recording.
2. The student will not copy or share recordings or transcripts of the recordings with anyone except other HEMSPN students in the same course and graduating class.
3. The recordings and transcripts of the recordings may not be used for any purpose other than for educational purposes to replace or supplement notes taken in class.
4. The student will stop recording when the instructor requires for reasons of confidentiality, privacy, topics that involve personal discussion, or self-disclosure.
5. The student will erase all audio and video recordings at the end of each theory course.

6. The student will not profit financially from the audio or video recording.
7. The student must be present in class; this is not a substitution for attendance.
8. Any violations of this policy in full or part will result in losing the ability to record and/or may have repercussions that fall under the *Unethical/Unacceptable Behavior/Attitude* section of the Catalog/Student Handbook.

Video Recording Nursing Skills

Videotaping may be assigned by the instructor for a specific skill. The student must videotape with audio and turn in to Google Classroom by the due date and time. See the following guidelines:

1. Videotaping with audio will be mandatory for the assigned skill.
2. The student will record at home on their own time. Some skills will need a partner and someone to record.
3. Under certain circumstances the student may be permitted to record the skill in the lab.
 - a. The instructor must assign the specific skill to be performed in lab.
 - b. The recording device (phone or camera) is permitted only for this assignment, otherwise the PCD policy applies to all labs.
4. Instructor grading follows the same grading length as a project (7 days)
5. For a failed attempt, the student will be remediated and then perform the skill in lab in front of an instructor.