



Classroom Etiquette: Guidelines for Behavior and Use of Electronic Devices

To maintain a respectful, focused, and engaging learning environment, students are expected to follow these classroom etiquette guidelines:

1. General Behavior Expectations

- Arrive on time and be seated before the class begins.
- Remain attentive and engaged throughout the session.
- Avoid disruptive behaviors such as side conversations, excessive noise, or leaving the room frequently.
- Show respect for the instructor and classmates by listening actively and responding thoughtfully.
- Follow any specific classroom rules established by the instructor.

2. Respectful Communication

- Use courteous and professional language in all discussions.
- Avoid interrupting others while they are speaking.
- Respect differing viewpoints and engage in discussions with an open mind.
- If you have a question or comment, raise your hand or follow the instructor's preferred method for participation.

3. Use of Electronic Devices

- **Laptops, Tablets, and Smart Devices:**
 - Permitted for note-taking or course-related activities if allowed by the instructor.
 - Should not be used for social media, gaming, or unrelated browsing during class.
 - Mute all notifications and avoid distractions.
- **Cell Phones:**
 - Must be silenced or turned off unless otherwise instructed.
 - Should not be used during class except for emergencies or specific learning activities.
 - If expecting an urgent call, notify the instructor before class and step outside quietly if necessary.
- **Recording and Photography:**
 - Audio or video recording is only allowed with the instructor's permission.
 - Do not take photos of slides, classmates, or instructors without consent.

4. Food and Drink Policy

- Follow classroom or institutional policies regarding food and beverages.
- If allowed, ensure food and drinks are consumed discreetly without causing distractions.
- Clean up after yourself and dispose of waste properly.

5. Academic Integrity and Responsibility

- Engage in honest academic practices—avoid plagiarism, cheating, or unauthorized collaboration.
- Be accountable for your learning by completing assignments on time and participating actively.
- Seek help when needed by utilizing office hours, study groups, or academic resources.