COMMUNICATION POLICIES

EMAIL

E-mail is WITC's official communication tool with students. Please check your WITC email often (recommendation is daily). All college and course communication will be through WITC student e-mail. E-mail communication with your WITC instructor must be through WITC e-mail (not Gmail, Hotmail or other personal accounts). Instructors will respond within 24 hours to your email, not including weekends. It will not be common practice for HIT Instructors to reply to e-mails on Saturday or Sunday.

While e-mail is a more casual form of communication, it is still important to be professional. Use proper punctuation and grammar. Do not write in all capitals as in an online environment, it means you are shouting. Carefully reread your messages prior to sending for tone, spelling, and grammatical errors. Plan your messages to ensure your point is clear. Because tone in e-mail can be misinterpreted, your words may sound harsher than you intend them to. The reader cannot see the expression on your face and other nonverbal cues. Never send angry messages. If you have a concern or issue, set up a meeting to discuss face-to-face (using Adobe Connect).

SOCIAL NETWORKING

Social networking (Facebook, Twitter, etc.) is not allowed during class time. You may not take photos or video during lecture or labs. If you wouldn't say it out loud publically, don't say it.
At no time should a student:

- Make comments of a negative nature about the HIT program, faculty, students, or fieldwork contacts
- Spread gossip, rumors, or other unverified information
- Assume that everything posted on a social media site is true

LAPTOPS

Laptops may be used during lecture for class related activities, however surfing, instant messaging, social networking, and emailing are prohibited. No laptops may be used during presentations by classmates or guest speakers. Laptops may not be used during movies or DVD's.

CELL PHONES

Cell phones may be used in public areas. Please respect the intent of the learning environment and your fellow classmates by turning cell phones off when in class or the library (LRC). If your cell phone is misused, this will constitute a breach of code of conduct and may result in disciplinary action. Cell phones must be turned off during HIT courses, including labs. Use of cell phones/text messaging/etc. is not permitted during class/labs. With Instructor approval, cell phones can be used as stopwatches/timer if placed in airplane mode.