



## **Email, Use of NJMS Listserves, and Audio/Video Recording of Faculty and/or Teaching Sessions**

### ***Email and Use of NJMS Listserves***

Email is considered the official form of communication at Rutgers New Jersey Medical School. In order to keep informed about course material, school events, activities, administrative requirements, etc., students are expected to check their Rutgers email accounts at least once per day. Failure to read email is not an acceptable excuse for missing university, school or course deadlines or requirements.

When communicating in email, whether the email is addressed to an individual, group of people, or a class listserve, students are expected to use appropriate, professional language. Content and usage should conform to university standards, as set forth in the policy:

Rights and Responsibilities for the Use of University-Accessed Electronic Information Systems

[https://academicaffairs.rutgers.edu/sites/default/files/RBHS%20Chancellor%20Policy\\_Student%20Use%20of%20Personally%20Owned%20Mobile%20Communication%20Devices%20Recording%20Devices\\_6.19.13.pdf](https://academicaffairs.rutgers.edu/sites/default/files/RBHS%20Chancellor%20Policy_Student%20Use%20of%20Personally%20Owned%20Mobile%20Communication%20Devices%20Recording%20Devices_6.19.13.pdf)

### ***Audio/Video Recording of Faculty and/or Teaching Sessions***

When personally owned communication/recording devices are used by students to record lectures and/or classroom lessons, such use must be authorized by the faculty member or instructor who must give either oral or written permission prior to the start of the class/clerkship/semester and identify restrictions, if any, on the use of mobile communication or recording devices.

Such devices must not disrupt classroom lecture/discussion or interfere in any way with others' learning opportunities. Students are required to turn off and put away these devices if requested to do so by faculty. Audio/video recording and/or photographic devices are not permitted in any clinical practice setting without the specific approval of the clinical faculty.

Failure to comply with the aforementioned policies may result in disciplinary action.