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## MEMO

**FROM:** Dr Sandro Lanfranco, Head  
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**SUBJECT:** Use of portable digital equipment in lecture rooms  
Stores

**DATE:** *Updated on 30th October 2019*

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Students **are not allowed** to use portable digital equipment, including cameras, smart phones, notebooks/laptops etc in a lecture room/laboratory or in the field, to capture any image of the lecturer or of any part of her/his presentation/material/items **without seeking prior permission**. Likewise, digital or any other equipment may not be used to record a lecture without obtaining prior consent of the tutor.

Students are also reminded that use of portable digital equipment is **only** allowed during lectures/lab practical sessions/field visits to: take notes in a lecture room, analyse data/look up information during a lab practical session, and take photos related to the academic topic during a field/site visit.

A handwritten signature in blue ink, consisting of a series of loops and a long horizontal stroke.