



MN Independent Insurance Agents and Brokers Association

Approved Electronic Device Use Policy

MN Independent Insurance Agents and Brokers Association is dedicated to employing the most effective learning tools available. To facilitate the use of current learning techniques and to improve the learning experience of our participants, The MIIAB is modifying its classroom electronic device policy as follows. Please see your Instructor, Education Consultant, or Director of Education onsite for more information.

1. Approved devices are to be used only for viewing the course manual, note-taking or participating in related class activities. No internet browsing or regular daily work will be allowed during class. This is strictly prohibited by the MN Department of Commerce.

Allowable devices include:

- Laptops
- Tablets, Notebooks, Ipads
- ABSOLUTELY NO SMART PHONES

2. Settings of devices:

- Sound must be muted at all times

3. Charging of Devices:

- Devices should be charged prior to class, if they run out you may have to discontinue the use of your electronic device
 - ◆ There will be ABSOLUTELY no guarantee that you will be able to have access to a plug in in the classroom
 - ◆ MIIAB or their hired facility location will not be the supplier of power cords or extension cords for charging of devices

4. Digital Notebook (PDF Format):

- Availability for download in participant's PROfile
- Available 5-7 days prior to the class and through 7 days after the last day of class

5. Resolving Distractions:

- In the rare event the use of a personal electronic device becomes a distraction to other students, the Instructor, Educational Consultant or Program Coordinator will attempt to resolve the distraction by reseating the participant.
- If, after an attempt has been made to resolve a distraction, the use of a device continues to distract others, the Instructor, Educational Consultant or Program Coordinator will ask the participant to discontinue the use of the device. After reasonable efforts have been made to resolve the distraction, and the participant continues to refuse to eliminate the distraction, the participant may be asked to leave the class. The use of electronic devices in the classroom is by no means mandatory and is certainly a privilege. No CE, update credit or registration refund will be given if this occurs. The purpose of this policy is to facilitate an exceptional learning environment for all participants.