Policy - Technology

Origin Date: November 8, 2013

Last Evaluated: February 5, 2015

Responsible Party: Director of Didactic Education

Minimum Review Frequency: Annually

Approving Body: Principal Faculty

DPAS Associated Forms: None

ARC-PA Associated Standards: N/A

Background and Purpose

The purpose of this policy is two-fold: 1) to define minimum technology requirements for students to ensure they are equipped with the hardware and software necessary to facilitate their participation and success in all facets of the program and, 2) to communicate digital etiquette expectations related to utilizing technology in the classroom.

Policy Statement

Technology Requirements
Students are required to have a laptop computer for use during the course of their studies. Students are required to bring their laptops to class with a fully charged battery. The laptop computer may be either a Mac or a PC as long as it complies with HPU recommended specifications. Students may bring iPads to class if they wish to use them for taking notes, but iPads may not serve as a replacement for a laptop. Other tablet-style devices may be used as long as they are compatible with HPU and DPAS learning management systems and fully functional in all Microsoft Office applications or their equivalent.

Recommended Specifications
Any computer purchased within the last two years will likely meet our minimum recommendations for accessing our campus network. If you are considering purchasing a new computer, please review the following recommendations for your machine. If you have additional questions or need more information please contact the Help Desk at helpdesk@highpoint.edu or at (336) 841-9147.
**Personal Computer**
- Processor: Intel i5/i7 Processor or AMD equivalent
- Memory: 4GB or higher
- Network: Wireless N or newer
- Operating System: Windows 7 or newer
- Software: Antivirus, Microsoft Office 2010 or newer

**Macintosh**
- Processor: Intel i5/i7 Processor
- Memory: 4GB or higher
- Network: Wireless N or newer
- Operating System: Mac OSX 10.7 or newer
- Software: Antivirus, Microsoft Office for Mac 2011 or newer

**Additional Software**
- **Dropbox**: Students are recommended to have a personal Dropbox account. For those who are not familiar with Dropbox, an account can be established for free, and students are encouraged to become comfortable with using Dropbox prior to matriculation. Learn more about Dropbox or create an account by visiting [www.dropbox.com](http://www.dropbox.com).

- **Evernote**: Students are recommended to have a personal Evernote account. For those who are not familiar with Evernote, an account can be established for free, and students are encouraged to become comfortable with using Evernote prior to matriculation. Learn more about Evernote or create an account by visiting [www.evernote.com](http://www.evernote.com).

**Network Resources and VPN**
Students, faculty and staff are all provided with access to a minimum of two network drives. These drives are located on HPU servers and are backed up regularly. We encourage all users to save any University related work to at least one of these drives. Your O: Drive is your personal share space and can be accessed while on campus or while off campus using VPN. The W: Drive is a public drive most often used for personal websites or for providing public access to documentation. VPN software and instructions can be obtained by logging into Blackboard and clicking on the Software tab.

**Digital Etiquette in the Classroom**
The High Point University Physician Assistant Program is committed to providing an optimal learning environment for all students. Electronic devices serve professional needs. However, they are also typically used for personal needs. During formal learning experiences the use of electronic devices is at the discretion of the course instructor; when permitted, it is expected that students will only use electronic devices for context-specific professional learning purposes. In order to mitigate potential distractions, and to facilitate increased individual participation and overall class engagement, the use of electronic devices for the following purposes is prohibited during formal learning experiences:
- Conducting personal business (e.g. email or text messaging)
- Engaging in social media and/or playing video games
- Watching/streaming non-course related video or any other non-course related content
- Searching for course-related content without the express permission of the class instructor
- Any other activities that may interfere with an optimal learning environment
**Mobile Devices**
Mobile devices should remain off or engaged with settings where they will not cause distractions for students and faculty. Students should only use mobile devices in the classroom when directed by faculty for specific learning experiences or when there is a need to research information pertinent to current subject matter, at the discretion of the instructor.

**Laptops and Tablet Devices**
Laptops will be used extensively in class for taking examinations and quizzes. Students may use laptops or tablet-style devices as a mechanism to take notes, and as tools to research information pertinent to current subject matter, at the discretion of the instructor.

**Violation of Digital Etiquette**
Digital etiquette violations are considered unprofessional and may result in formal evaluation of a student’s professionalism and remedial action.

**Approved By:** Principal Faculty

**Modified:** February 5, 2015

**Next Review:** February 2016