Policy - Technology

Origin Date: November 8, 2013

Last Evaluated: April 2023

Responsible Party: Program Director

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. 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 (e.g. Blackboard Ultra, ExamSoft, Examplify) and fully functional in all Microsoft Office applications or their equivalent.

Recommended Specifications
If a student is considering purchasing a new computer, review the following recommendations for the machine. If students have additional questions or need more information, they should please contact the Director of Didactic Education or the Medical Education Specialist.

Personal Computer
- Processor: 1.8 Ghz Intel Core 2 Duo or greater
- Memory: 8GB; RAM 4 GB, hard drive must have at least 1 GB of available space at all times for Exam Software to function
- Network: Wireless N or newer; Microsoft.net 4.5 framework installed

- Operating System: 32-bit and 64-bit Versions of Windows 10 – only genuine, US-English versions
- Software: Antivirus, Microsoft Office 2016 or newer (365 preferred – IT will install for free!)
- Working USB port
- Screen Resolution: 1024x768 or higher
- Surface Pro Requirements: External Keyboard (USB or Bluetooth) required. **Note: Exam software is not supported by any other tablet devices.**
- Chromebooks are not recommended because of difficulty integrating with certain systems.

Macintosh
- Processor: any Intel or M Processor that accompanies hardware **within past two years**
- Memory: 8GB; RAM 4GB; minimum 1 GB of free disk space at all times
- Network: Wireless N or newer
- Operating System: OS 10.15 Catalina, OS 10.17 Big Sur, OS 12 Monterey (must be genuine Mac system; Server version is not supported) **NOTE: OLDER Mac SYSTEMS ARE NOT SUPPORTED BY UNIVERSITY OR EXAM SOFTWARE!**
- Software: Antivirus, Microsoft Office for Mac 2016 or newer (365 is preferred)
- Working USB port

Note:
- All systems require working camera and working microphone!
- Windows RT, Windows 10 S, and Windows 11 S are not supported by our testing software or the university!
- Windows operating systems must be genuine US-English versions
- Tablets (except Surface Pro) are not supported. If you have Surface Pro, please consult with Medical Education Specialist to ensure your device is fully compatible.
- Office 365 is available free of charge to all HPU students through the "helpdesk". Note office 365 works better with Microsoft Teams

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. The O: Drive is each individual's 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. The IT department can assist with installation if necessary. It is also recommended that any important work be backed up on One Drive, a USB storage device, and/or portable hard drive.

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. To mitigate potential distractions, and to facilitate increased individual participation and overall class engagement, the use of electronic devices for the following purposes is <u>prohibited</u> 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
- Working on material for other courses

Violation of the above will be considered a breach of professionalism and may be subject to disciplinary action

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***. If students feel they have a personal situation which requires them to monitor personal communication devices, they should discuss this with the course director prior to class.

Laptops and Tablet Devices
Laptops will be used extensively in class for taking examinations and quizzes. (Tablets may **not** be used to take exams.) Any attempt to access information from any source or device during an examination will be considered a violation of the student honor code and grounds for dismissal. ExamSoft/Examplify programs will not permit access to any other device functions during an exam. Students may use laptops or tablet-style devices to take notes, and as tools to research information pertinent to current subject matter, ***at the discretion of the instructor.*** Students should be aware that tablets do not always interface well with the Blackboard Ultra learning system for accessing documents and using Microsoft Office applications. Students who must take exams remotely will be monitored through the Blackboard Honorlock system per the Student Assessment Policy.

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

Approved By: Principal Faculty

Modified: February 2015, March 2016, April 2017, March 2018, April 2019, March 2020, April, 2021, April 2022

Next Review: Spring 2024