



Medical Education Program Policy

Policy Name:	Bring Your Own Device (BYOD) Policy				
Policy Domain:	Academic Technology	Refers to LCME Element(s):	5.8 Library Resources 5.9 IT Resources		
Approval Authority:	Curriculum and Educational Policy Committee	Adopted:	1/26/2018	Date Last Reviewed:	
Responsible Executive:	Associate Dean for Medical Education	Date Last Revised:	1/11/2018		
Responsible Office:	Academic Technology	Contact:	Jose V. Lopez: Josev.lopez@ttuhsc.edu Robin Dankovich, Ed.D.: robin.dankovich@ttuhsc.edu		
Related Policies:	<ol style="list-style-type: none"> 1. 56.50 - Access Control (AC) 2. 52.09, Confidential Information 3. 56.04, Electronic Transmission of Personally Identifiable Information (PII) and Protected Health Information (PHI) 4. 52.14, HIPAA Sanctions Process 5. 56.01, Use of Information Technology Resources 				

- I. **Policy Statement:** Students in the Paul L. Foster School of Medicine (PLFSOM) are responsible for obtaining and maintaining electronic devices in accordance with current technical specifications for full participation in the M.D. degree program.
- II. **Reason for Policy:** This policy is intended to ensure that all medical students have appropriate access to the data and information technology required for their participation in the program.
- III. **Who Should Read this Policy:** All PLFSOM students, course/clerkship directors, educational program administrators, and PLFSOM academic information technology (IT) support staff.
- IV. **Resources:** This policy is administratively supported by the Office of Medical Education (with technical support from the PLFSOM's academic IT team).
- V. **Definitions:**
 - **Bring Your Own Device (BYOD):** The general expectation that students will use their own electronic device(s) -- such as laptops, smartphones, and tablets -- in the PLFSOM/Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) learning environment.
- VI. **The Policy:**
 - I. All students must have a laptop to enable access to course materials, assessments and information (tablets and smartphones are not sufficient for this purpose).

Policies are subject to revision. Refer to the Office of Medical Education website or contact the Office of Medical Education to ensure that you are working with the current version.



- II. Students must select laptops that meet the minimum technical specifications as stated below (see item VIII).
- III. TTUHSC El Paso and PLFSOM are not responsible for the consequences of a student choosing to use a device that does not meet the minimum technical specifications.
- IV. Students must avoid potential breaches of privacy or confidentiality at all times, but particularly when using the Internet and social media. Students are expected to take precautionary measures including the use of more secure means of communicating as required.
- V. Students must act in accordance with privacy legislation regarding the collection, storage, and disclosure of personal information and maintenance and use of health records.
- VI. Students must not access or store patient information on a personal device.
- VII. Students are expected to respect administration, faculty, and tutor directions about using or shutting-off devices during certain educational activities, including a faculty member’s decision not to be recorded.
- VIII. Minimum technical specifications (to be reviewed annually, prior to May 1st):
The following requirements are subject to change. Any updates to the minimum technical specifications will be announced by e-mail (distributed to all listed above as those who should read this policy). Ordinary technical updates to the BYOD technical requirements do not require review or approval by the Curriculum and Educational Policy Committee, and will be administered by the Office of Medical Education.

BYOD Minimum Technical Specifications

Win 7, Win 8, Win 10	Mac OS X ver. 10.8, 10.9, 10.10, 10.11
1.86 GHz Intel Core 2 Duo processor	Intel processor
2 GB RAM	
1 GB available HD space	
17” or larger monitor (Desktops)	
13” or larger monitor (Laptops)	
Minimum screen resolution: 1024x768, 32 bit color setting	
Internet Explorer 8, 9, 10, 11	Safari 5.1.9 or higher
Chrome 34.0.1847 or higher	
Firefox 29 or higher	

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Browser settings:

- Javascript enabled
- Cookies enabled
- CSS enabled
- Disable pop-up blockers

Broadband internet connection (DSL, Cable or T1)

Network bandwidth of 256 Kbps or higher per workstation (including internet access)

Working USB port required (ExamSoft)

- **Do not use browser beta versions. Only those listed are supported.**
- **Workstation certification for NBME exams must be performed on test day at least 10 minutes prior to exam on all laptops that will be used for testing.**
- **iPads, tablets, and laptops with integrated touchscreens are not recommended overall nor allowed for testing.**
- **Virtual machines and applications are not allowed.**
- **Laptop devices should be able to connect to both Ethernet/wired and wireless networks (newer systems may require a network adaptor).**
- **Students are responsible for care, repairs, and security of their laptop's devices and peripherals (e.g., mouse, power supply, network cables).**

- IX. Student non-compliance with this policy, including the use of non-conforming personal devices for testing, may result in any of the following:
- a. School-designated administration of the affected student's test on an institutionally provided device (subject to availability).
 - b. School-designated change in the modality of the affected student's test (for example, administration of a paper version).
 - c. School-designated changes in the affected student's test setting and/or location.

In addition, student non-compliance may result in the reporting of a professionalism concern to the Office of Student Affairs, and potential referral to the Grading and Promotions Committee.