



Title:	Bring Your Own Device (BYOD) - Policy & Guidelines	Number:	003
Approved By:	MD Undergraduate Education Committee (MDUEC)		
Approval Date:	17 th July 2017	Date of Next Policy Review:	May 2018
Effective Date:	18 th July 2017		
Audience:	All students, including Class of 2021, and faculty		
Purpose:	To provide guidelines for students when purchasing devices to support their learning experience		
Related Policies:	<ol style="list-style-type: none"> 1. Acceptable Use and Security of UBC Electronic Information and Systems 2. Professional-Standards-for-the-Faculties-of-Medicine-and-Dentistry 3. Examination Conduct – All Years 4. Remote conferencing etiquette guidelines and best practices. 5. CMA Social Media Guidelines. 		
Exclusions:	None		
Calendar Statement:	For students who entered the program in 2014/15 or earlier For students who entered the program in 2015/16 For students who entered the program in 2016/17 For students who entered the program in 2017/18 or later		
Contacts:	Assistant Dean, Curriculum Senior Manager, Educational Technology		

Preamble

Medical education and healthcare practice is moving towards a paperless environment. Throughout their time in the Faculty of Medicine, students will be required to access and interact with electronic resources and assessments. Students will need devices as part of their educational experience to access, annotate or complete resources such as:

- Recorded lectures
- Digital histology slides, pathology and anatomy slides
- Synchronous learning activities such as lectures, small group discussions, and webinars
- Program resources such as schedules and policies
- Digital learning material such as handouts and articles
- Program evaluations and faculty assessment
- Displaying or viewing digital exhibits in Case-based Learning (CBL) sessions and clinical skills rooms
- Online assessments including progress tests, quizzes, workplace-based assessments (WBA), portfolios, examinations etc.
- Digital textbooks, articles, handouts, presentations, and images
- Medical references, including 3D anatomy atlases
- Logging patient encounters



Definitions

Bring your Own Device (BYOD)	The ability to use one's own electronic device (such as a laptop , smartphone , or tablet) in a workplace, school, or other setting, rather than relying on the devices supplied by that location.
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Policy

1. All students must have a laptop to enable access to course materials, assessments and information. Tablets and smartphones are not sufficient as the sole educational device.
2. Students must select laptops that meet the minimum requirements as stated in the Guidelines below.
3. The MD Undergraduate Program is not responsible for the consequences if students choose to use devices that do not meet the minimum requirements.
4. Students must avoid potential breaches of privacy and confidentiality when communicating through various modes of communication, especially the internet and social media, and take precautionary measures including using other more secure means of communicating as required.
5. Students must act in accordance with obligations imposed by privacy legislation related to collection, storage and disclosure of personal information and maintenance and use of health records.
6. Students must not access or store patient information on a personal device.
7. Students must respect administration, faculty and tutor directions about using or shutting off devices during some educational activities, including a faculty member's decision not to be recorded.

Guidelines

The following guidelines for selecting devices, including laptops, tablets and smartphones, have been created to ensure students can easily access all necessary learning resources and complete the applicable learning activities.

1. Students are expected to:
 - keep their software up to date unless otherwise informed by the MDUP;
 - provide their own webcam and headphones/headset with microphone to participate remotely in education sessions;
 - bring and use the device(s) when learning independently or in small groups; and
 - be responsible for the security, care and repair of their devices and peripheral devices.
2. The laptop should be able to:
 - connect to other devices via a USB port (newer devices may require an adaptor);
 - access the internet wirelessly (dual-band capability supporting both 2.4 and 5 GHz required);
 - use one of the recommended browsers (Chrome or Firefox);
 - download learning resources as required (minimum 4 GB RAM, 1 GB free hard drive space);
 - output to a VGA cable (some computers may require a VGA adaptor);
 - create and display presentations and PDF documents (Adobe Reader Version 9, 11, or DC is required);
 - view images with 1024x768 or higher screen resolution; and
 - securely store information and be password protected.



3. Laptop Specifications

PC Specific Requirements:

- Operating System: 32-bit and 64-bit versions of Windows Vista, Windows 7, Windows 8, and Windows 10
- CPU Processor: 1.86Ghz Intel Core i5

Mac OS specific Requirements:

- Operating System: OS X 10.9 (Mavericks), OS X 10.10 (Yosemite), OS X 10.11 (El Capitan) and OS X 10.12 (Sierra). Only genuine versions of Mac Operating Systems are supported. The server version of Mac OS X is not supported.

Action	Committee	Date	Status
Draft	MD Undergraduate Regional Executive (MDUREX)	July 2014	Approved
Revision	Policy Advisory Subcommittee (PAS)	June 2016	Endorsed
Review	MD Undergraduate Education Committee (MDUEC)	June 20, 2016	Approved
Revision	Policy Advisory Subcommittee (PAS)	July 11, 2017 by email	Endorsed
Review	MD Undergraduate Education Committee (MDUEC)	July 17, 2017	Approved