Faculty of Medicine
MD Undergraduate Program

Policy and Procedure

Title:	**Bring Your Own Device Policy for Learners (BYOD), MDUP, Class of 2020**	Number:	**003**
Approved By:	MD Undergraduate Education Committee (MDUEC)		
Approval Date:	June 2016	Date of Next Policy Review:	Annual
Effective Date:	July 1, 2016		
Audience:	Learners in the MD Undergraduate Program, Class of 2020		
Purpose:	To provide guidelines for learners when purchasing devices to support their learning experience		
Related Policies:	None		
Exclusions:	None		
Calendar Statement:	For students who entered the program in 2014/2015 or earlier: Equipment, instruments, and supplies will be required throughout the four-year program. It is recommended that no purchases be made until details concerning the necessary equipment are provided at the beginning of classes by the courses concerned. For students who entered the program in 2015/2016 or later: Equipment, instruments, and supplies will be required throughout the four-year program. Computer access via desktop/laptop is essential, and access to a mobile device is recommended. It is recommended that no purchases be made until details concerning the necessary equipment are provided at the beginning of classes by the courses concerned.		
Contact:	Dean's Office, MedIT, Educational Technology		

Preamble

Increasingly, 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. 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.

Definitions

BYOD is an acronym for the phrase "bring your own device". BYOD refers to 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.

Policy

It is essential that all incoming students, at a minimum, have a laptop to enable access to course materials and information.

Guidelines

Students are:

1. Responsible for providing their own laptop.

2. Responsible for providing their own webcam and headphones/headset to participate remotely in education sessions.

3. Expected to bring and use the device(s) when learning independently or in small groups.

4. Responsible for the security, care/repair of their devices and peripheral devices.

5. Expected to respect administration, faculty and tutor directions about using or shutting off devices during some educational activities. This includes respecting a faculty members decision to not be recorded without expressed permission.

6. Expected to adhere to the appropriate British Columbia privacy legislation as well as Health Authority privacy and security policies while using their device. At no point should patient information be accessed or stored on a personal device unless authorized by the appropriate authority.

7. Expected to adhere to the UBC Policy on Responsible use of Information Technology Facilities and Services, UBC Policy 104.

8. Expected to respect and follow the remote conferencing etiquette guidelines and best practices found at: http://medit.med.ubc.ca/services/desktop-videoconferencing/etiquette-guide-2/.

The laptop should be able to:

- Support the minimum requirements necessary to access learning resources
- 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)
- Download learning resources as required (minimum 2 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
- Securely store information and be password protected

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 2 Duo

Mac OS specific Requirements:
- Operating System: OS X 10.7 (Lion), OS X 10.8 (Mountain Lion), OS X 10.9 (Mavericks), OS X 10.10 (Yosemite), and OS X 10.11 (El Capitan). Only genuine versions of Mac Operating Systems are supported. The server version of Mac OS X is not supported.
- CPU: Intel processor

Learners are encouraged to keep their software up to date unless otherwise informed by the program.

Using a tablet or a smartphone as the Sole Learning Device

Many students in the program are using mobile devices such as tablets and smartphones to access learning resources. Specifically, they are valuable for activities such as note taking, reading/marking up texts and browsing the internet. As well, students will find mobile devices to be more convenient as they progress through the program and spend an increasing amount of time in a clinical environment.

That being said, at this point, we cannot guarantee that all resources and activities students will be required to interact with will be functional using a tablet or smartphone (for example, some forms of online assessment). Ultimately, the student is responsible for the choice of device and to sort out any problems resulting from using a device that does not meet the minimum requirements as stated above.

When might a student need a device as part of their educational experience?

Accessing, annotating or completing 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 quizzes, portfolios, examinations etc.
- Digital textbooks, articles, handouts, presentations, and images
- Medical references, including 3D anatomy atlases
- Logging patient encounters

References:

1. Centre for Teaching and Learning using Technology, UBC. Bring your Own Device Blog, viewed April 14, 2015 at: http://etec.ctlt.ubc.ca/510wiki/BYOD_-_Bring_Your_Own_Device#British_Columbia.
2. Professional Standards for Learners and Faculty in the Faculty of Medicine at the University of British Columbia. Viewed Apr. 24, 2015 at: http://med.ubc.ca/files/2012/02/Professional-Standards-for-the-Faculties-of-Medicine-and-Dentistry.pdf

Procedure Reviewed/Approved by:	Date:
MD Undergraduate Regional Executive (MDUREX)	July 2014
Policy Advisory Committee (PAS)	June 2016
MD Undergraduate Education Committee (MDUEC)	June 20, 2016