



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

Medicine

Bring Your Own Device Program

Recommendations, Guidelines & Expectations

(last updated August 2, 2016)

Overview

This document applies to students in Phase 1 of the MD programs.

The Faculty of Medicine Bring Your Own Device (BYOD) Program aims

- to:
- Enhance the student learning experience in both on-campus and mobile contexts;
 - Develop students' ability to engage effectively and appropriately with information and communication technologies; and
 - Inform students who intend to acquire a new device, or upgrade their current device, about the minimum specifications (as outlined in these guidelines) to ensure that they are able to effectively participate in future BYOD learning activities and assessment and to take full advantage of the electronic materials provided by the School of Medicine within their program.

To deliver the University's core strategic vision of high value face-to-face experiences, the Faculty of Medicine aims to move appropriate learning content to the online environment and to utilise the classroom for active learning activities that build upon the online content.

Access to a private computing device may enhance MD students' learning and development opportunities, and in the future may become a course requirement where the learning activities depend on individual access to private devices.

Where a device is used in connection with the MD program, the user is subject to the rights and responsibilities detailed in these guidelines.

These guidelines should be read in conjunction with the University's policies and procedures relating to Online Examinations, [Examinations](#), [Equity and Diversity](#), [Procedures for the Acceptable use of UQ ICT Resources](#), [ICT Security](#) and [Student Rights and Responsibilities](#)

Minimum Device Specifications

It is envisaged that students should be able to reliably engage with course learning resources from their own device. These guidelines detail the minimum device technical specifications for compatibility with the BYOD Program.

Windows based laptop

- Operating System: 32-bit and 64-bit Versions of Windows Vista, Windows 7, Windows 8, and Windows 10
- Only genuine, U.S.-English, French, Portuguese, Swedish, and British versions of Windows Operating Systems are supported
- CPU Processor: 1.86Ghz Intel Core 2 Duo or greater
- RAM: highest recommended for the operating system or 2GB
- Hard Drive: highest recommended for the operating system or 1GB of available space
- A working USB port is required (Newer devices may require an adaptor)
- Internet connection
- Screen Resolution must be 1024x768 or higher
- Adobe Reader (Version 9, 11, or DC)

Mac

- 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).
- CPU: Intel processor
- RAM: 2GB
- Hard Drive: 1GB or higher available space
- Server version of Mac OS X is not recommended
- A working USB port is required (Newer devices may require an adaptor)
- Internet connection

Windows Surface Pro

- Surface Pro 1, 2, & 4 (Non-Pro Surface devices are NOT recommended)
- Surface 3 (Pro and Non-Pro devices *ARE suitable*)
- External Keyboard (USB or Bluetooth) required.
- Hard Drive: 1GB or higher available space
- Adobe Reader XI
- A working USB port is required (Newer devices may require an adaptor)
- Internet connection
- Screen Resolution at least 1920x1080

Students should note that accessing some learning resources may be impeded depending on the system and processing capabilities of the device. For example, Flash based resources are not easily viewable on iOS devices, and an iPad may not have enough internal memory to download and store large files. An iPad device or similar will be insufficient for any online assessment, including online examinations.

1. Student Expectations and Responsibilities

1.1. Student Responsibilities under the BYOD Program

- a) Student owned devices should:
 - i. Meet the Minimum Device Specifications and University technical specifications set out in these guidelines;
 - ii. Adhere to the University's policies and procedures including, but not limited to, [UQ Acceptable use of ICT Resources](#), and [Student Integrity and Misconduct](#);
 - iii. Receive hardware support from the hardware manufacturer;
 - iv. Be maintained and fit-for-purpose (as a limited number of devices will be available for loan at the discretion of the School);
 - v. Ensure that the device is configured to access the University's network;
 - vi. Meet minimum University computer security requirements regarding anti-virus software and firewalls;
 - vii. Have any required accessories (including cables, headphones, external hard-drives, keyboards and covers, and power cables); and
 - viii. Have at least a minimum of 150 minutes of reliable battery life (as the availability of access to power is not guaranteed by the University in any learning space).
- b) Any changes made by a student to their own device including changes and/or updates to software and/or hardware could affect the performance or suitability of the device. The student accepts all responsibility to any change/s to the device that could impact on the overall function.
- c) All resources created or saved to the students device or a School owned device are the responsibility of the student and the School accepts no responsibility for any loss or damage due to technical and/or software failure to the device.
- d) For the avoidance of doubt, students accept all responsibility in bringing devices, including any accessories (e.g. power supply cables, headphones, keyboards etc) on to campus and are responsible for the provision of appropriate insurance.

1.2. Faculty of Medicine Responsibilities

- a) The Faculty of Medicine will be responsible for communicating BYOD expectations and procedures to students.
- b) SoM will monitor student engagement to ensure University policies and guidelines are adhered to during:
 - i. School based online examinations and assessment; and
 - ii. Teaching and learning encounters including tutorials and lectures where the device is required as part of the teaching.

2. Equity

The University of Queensland [Equity and Diversity Guidelines](#) reaffirms the University staff have a responsibility to ensure that curriculum and teaching learning practices are inclusive and equitable. In accordance with the University's [Arrangements for Reasonable Adjustments in Examinations for Students with a Disability Policy](#) the School is committed to achieving a participatory environment for students with disabilities by being proactive in providing people with disabilities the opportunity to participate fully in University life.

These guidelines recognise the need to offer all medical students access to a device that meet the Minimum Device Specifications insofar as the use of such a device is a mandatory part of their learning or assessment within Phase 1 of the MD program.

3. Loan Scheme

A limited supply of Faculty owned laptops will be available for student loan at the discretion of the Faculty. There is no guarantee of the number or availability. Laptops will not be available for loan after hours or on weekends. The University's Information Technology Services (ITS) will only manage University installed licensed software, hardware and be responsible for any operating system troubleshooting and diagnostics. Any unlicensed software, including applications installed by a student will be removed by ITS.

3.1. Identification and Student Use

- a) The University student identification card must be provided to the student coordinator or relevant staff member responsible for providing a loan laptop. A laptop will not be provided to a student without correct identification at the time of loan request.
- b) A conditions and loan acceptance agreement must be completed and signed by the student prior to borrowing a laptop.
- c) The laptop including carry case, power supply cords and any other accessories must be returned in their original condition.
- d) Student identification will also be required when returning the laptop to the student coordinator or relevant staff member.
- e) No third party will return the laptop on behalf of a student. A student must ensure the laptop is returned as agreed in accordance with this policy.

3.2. Loss, Damage or Theft

- a) Students are responsible for the device on and off campus.
- b) If a University owned device is lost, damaged or stolen while in the care of the student, the student must report this without delay to the respective student coordinator and ITS. If stolen, the student must also make a report to the police.
- c) Failure to report loss, damage or theft may incur subsequent penalties including replacing the device at a financial cost to the student, determined by the School and Information Technology Services and/or limiting future laptop loan arrangements.
- d) The student accepts full responsibility for any content saved, installed and to be removed from the device by the student during the loan period and must take reasonable measures to ensure their content is backed up elsewhere e.g. USB, cloud-based storage. Refer to [AskIT – File storage for further information](#).