THE UNIVERSITY OF BRITISH COLUMBIA
Faculty of Medicine

MD Undergraduate Program   **Policy and Guidelines**

Title:	**Bring Your Own Device (BYOD)**	Number:	**003**
Approved By:	Undergraduate Medical Education Committee (UGMEC)		
Approval Date:	18 July 2022	Next Review:	01 June 2025
Effective Date:	01 August 2022		
Audience:	All students Years 1 – 4, and faculty		
Purpose:	To provide guidelines for students when purchasing devices to support their learning experience		
Related Policies & Procedures:	1. New Student Frequently Asked Questions in Admissions Package (for financial aid information). 2. Acceptable Use and Security of UBC Electronic Information and Systems 3. Professional-Standards for the Faculties of Medicine and Dentistry 4. Examination Conduct – All Years (019) 5. CMA Social Media Guidelines.		
Exclusions:	None		
Calendar Statement:	http://www.calendar.ubc.ca/Vancouver/index.cfm?tree=12,209,374,0		
Contacts:	Associate Dean, Curriculum Senior Manager, Educational Technology		

Preamble

Students will be required to access and interact with electronic resources and assessments throughout their time in the Faculty of Medicine, including:

- Online assessments including progress tests, quizzes, workplace-based assessments (WBA), portfolios, examinations, OSCEs online, etc.
- 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
- 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.
Examsoft	The online exam provider, and its associated tools such as Examplify, used by the MD Undergraduate Program. It operates on Mac and PC laptops.
SIMIQ	The software used by the MD Undergraduate Program to deliver Objective Structured Clinical Examinations (OSCEs) online.

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 have laptops that are compatible with the operating system requirements found at https://examsoft.com/resources/examplify-minimum-system-requirements
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 undergraduate medical program.
   - comply with pre-assessment requirements to take practice tests and OSCEs online, as instructed;
   - 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 an HDMI cable (Note: some computers may require an 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.

Review History

Action	Committee	Date	Status
Draft	MD Undergraduate Regional Executive (MDUREX)	July 2014	Approved
Revision	Policy Advisory Subcommittee (PAS)	June 2016	Endorsed
Reviewed	MD Undergraduate Education Committee (MDUEC)	June 20, 2016	Approved
Revision	Policy Advisory Subcommittee (PAS)	July 11, 2017 by email	Endorsed
Reviewed	MD Undergraduate Education Committee (MDUEC)	July 17, 2017	Approved
Revision	Policy Advisory Subcommittee (PAS)	July 5, 2018	Endorsed
Reviewed	Undergraduate Medical Education Committee	July 16, 2018	Approved
Revised	Policy Advisory Subcommittee	3 March 2020	Endorsed
Reviewed	Legal Counsel	24 March 2020	Endorsed
Reviewed	Undergraduate Medical Education Committee	25 May 2020	Approved
Reviewed	Policy Advisory Subcommittee	20 May 2021	Endorsed
Reviewed	Legal Counsel	4 June 2021	Endorsed
Reviewed	Undergraduate Medical Education Committee	21 June 2021	Approved
Reviewed	Policy Advisory Subcommittee	16 June 2022	Endorsed
Reviewed	Undergraduate Medical Education Committee	18 July 2022	Approved