



# VERA Z. DWYER COLLEGE OF HEALTH SCIENCES

INDIANA UNIVERSITY SOUTH BEND

## **Technology Policy Policy 7.23**

### **About This Policy:**

Effective Date: 02-24-2017

**Approval Dates:** Previously recorded as Policy C-29

### **Scope**

This policy applies to all members of the university community on each campus of Indiana University.

### **Policy Statement**

The purpose of this policy is to review technological resources that are utilized by the IUSB Vera Z. Dwyer College of Health Sciences (IUSB-CHS) and IUSB and the appropriate use of these resources by the students of the IUSB-CHS.

### **Procedure**

#### **Computer Competency**

Computer competency is required in the study and practice of health science. Students in the IUSB-CHS are required to demonstrate computer competence in the following areas:

1. Word Processing: Students must be proficient in the use of a word processing program compatible with the IU South Bend computer system, such as Microsoft Word.
2. Internet Resources: Students must be proficient in utilizing the Internet to locate healthcare resources.
3. Electronic Database Searching: Students must be proficient in utilizing library and other database web sites to search for scholarly resources.
4. E-mail: Students must be proficient in sending and receiving e-mail messages.
5. Power Point Presentations: Students must be proficient in the use of power point.

6. Computer based testing is used in health sciences.

The Office of Information Technologies at IU South Bend offers frequent classes/resources for students in all of the areas listed above. Students are strongly encouraged to utilize these resources.

**All students are required to have a laptop meeting these requirements.**

The following information is from UITS (core campuses) To use all the technology services available at IU, UITS suggests the following minimum hardware components for a new purchase. IU students, faculty, and staff can take advantage of special computer deals.

Hardware discounts and free software is available to students. Please seek assistance at the IUSB Help Desk for any technology or computer issues.

**Canvas and E-mail**

**\*\*Canvas Resources can be accessed at:**

<https://iu.instructure.com/courses/1316186>

**or**

<http://guides.instructure.com/>

It is the professional responsibility of the student to check email and Canvas on a regular (daily) basis. Canvas is used for course communication and content and should be checked often for announcements and changes. E-mail is considered official communication by the University. The student is responsible to monitoring and responding as appropriate.

Students are expected to have and maintain Canvas and general word processing and computer skills. Please seek training and assistance from Information Technology if you have problems with the program or its use. Insufficient skills in using Canvas or computers are not an excuse for getting assignments in. IU South Bend provides resources and training.

**Smartphones, Smart Watches, and Tablets**

Local agencies prohibit the use of Smartphones, Smart Watches or laptops at their facility. These should not be brought to clinical, including using cell

phones with such technology on the clinical unit. Most agencies have resources you can access that meet their security requirements. Also, flash drives, thumb drives and other portable data drives are prohibited on the clinical units. These are considered breaches of patient record security.

Applications specific for coursework for smartphones can be an invaluable resource for students. Numerous options are available. Currently, we do not endorse any specific product and encourage students to select a tool which they find to be most useful and cost effective. Applications software for smartphones are considered a RESOURCE and do not replace required textbooks or library resources recommended by faculty or coursework. Faculty has the right to limit reliance on these tools especially in testing situations.

In the past, we have attempted to provide students with useful internet sites and electronic purchase recommendations. The options are immense and we will no longer be able to supply such a list.

### **Cell Phones and Text Messaging/Image Taking**

Students may use cell phones during class (or clinical) for academic purposes only per the discretion of the instructor. Cell phones must be turned to silent mode or off (in clinical). In the event of an emergency (i.e., sick child call, etc.) the instructor reserves the right to make exceptions. During exams, cell phones must be shut off and zipped inside the student's purse or book bag.

At no time are students permitted to text message during lectures. Students found using cell phones inappropriately will be asked to leave the class and return during the next class period.