

2.11 Requirements for Mandatory Student Ownership of Laptops and Hand-held Devices

Policy 2.11

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Chapter 11: Requirements for Mandatory Student Ownership of Laptops and Hand-held Devices

Responsible Office: Office of Provost

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Policy Statement

Academic Programs may require mandatory student ownership of laptops and hand-held devices if these tools serve as an indispensable and valued asset to the educational experience of the student. Student ownership must be determined at the Program level for purposes of being included in the cost of attendance. Adequate and appropriate utilization of the device must be incorporated into the curriculum if mandatory ownership is required. Associated costs of these technologies should be eligible for inclusion into the student cost of attendance. Minimum standards must be defined in conjunction with the Division of Information Technology Support & Services as requisite for the actual device(s). All academic degree programs are eligible. This policy outlines the procedures to be followed by an academic program requesting mandatory student ownership of laptops and hand-held devices.

Reason for Policy

Georgia HealthSciences University recognizes that the use of laptops and hand-held devices may serve as an indispensable asset to the didactic and clinical education of the student. The hand-held devices must be of a consistent minimum standard for the educational applications to be supported by the devices. Associated costs of these devices should be eligible for inclusion into the student's cost of attendance and meet the compliance standards for which the institution is accountable.

Entities Affected By This Policy

All colleges of Georgia Health Sciences University are affected by this policy.

Who Should Read This Policy

All Deans, Department Chairs, and other program officials should observe this policy and follow its procedures.

Contacts

Contact	Phone	e-mail/URL
Vice President for Instruction & Enrollment Management & Associate Provost for Academic Affairs	706-721-3096	http://www.georgiahealth.edu/aaffairs/associate/
Vice President for Information Technology	706-721-3640	http://www.georgiahealth.edu/itss/
Vice President for Student Services	706-721-0955	http://www.georgiahealth.edu

and Development		/students/ssd/
Senior Vice President for Academic Affairs & Provost	706-721-4014	http://www.georgiahealth.edu/aaffairs/

Definitions

These definitions apply to these terms as they are used in this policy:

Hand-held device	Refers to a pocket-sized, mobile computing device, typically using a small visual display screen for user output and a miniaturized keyboard for user input. In the case of the personal digital assistant (PDA) as well as some "smartphones," the input and output are combined into a touch-screen interface.
Laptop computer	A laptop computer or simply laptop (also notebook computer or notebook) is a small mobile computer, usually weighing 2.2 to 12 pounds (1 to 6 kilograms), depending on size, materials, and other factors. Laptops contain components that are similar to their desktop counterparts and perform the same functions, but are miniaturized and optimized for mobile use and efficient power consumption. Students are permitted to use these systems to take notes, write papers, and perform other college-related activities.

Overview

Requests have been presented for requiring mandatory student ownership of laptops and hand-held devices with associated costs of these devices eligible for inclusion into the student cost of attendance. Minimum standards of functionality are required for these requests. In thoughtful consideration of cost-containment for higher education, these technologies must serve as an indispensable and valued asset to the educational experience of the student. Therefore, adequate and appropriate utilization of the device must be incorporated into the curriculum. The following academic and curricular requirements are proposed to ensure sufficient utilization, practical application, benefit, and value to the education of the student:

- Use of the technology must play a significant role in the student's education experience (didactic or clinical).
- Use of the technology must be clearly identified as essential in the didactic curriculum, defined in the learning objectives, and measured as a part of the student learning outcomes.
- The technology must be utilized as a learning resource tool and the academic program must provide learning resources for application to the hand-held devices that support the education of the student.
- The technology must be of a consistent minimum standard for the educational applications to be supported by the devices.

Process/Procedures

The faculty requesting mandatory student ownership of a device will recommend to a Department or Program Chair that such a device be considered to support the curriculum. The Chair will recommend to the Dean, on behalf of the faculty, the mandatory student ownership of the device technology. The Dean may submit in writing a recommendation and required justification form to the Vice President for Instruction and Enrollment Management and Associate Provost for Academic Affairs supporting the mandatory ownership. The Vice President for Instruction and Enrollment Management and Associate Provost for Academic Affairs will ensure that the proposed educational application achieves the academic and curricular requirements defined above. The Vice President for Instruction and Enrollment Management and Associate Provost for Academic Affairs will distribute to the Vice President for Information Technology and Vice President for Student Services and Development the request for respective consideration. In certain instances the Vice President for Research Development may be distributed the proposed recommendations or be consulted regarding the proposed recommendations. A formal recommendation on the submitted request will be made to the Senior Vice President for Academic Affairs and Provost. Institutional approval will rest with the Senior Vice President for Academic Affairs and Provost.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 2.11, Requirements for Mandatory Student Ownership of Laptops and Hand-held Devices, are:

Faculty	Recommends to Department or Program Chair that use of the technology is required as essential to the learning outcomes of the curriculum.
Chair	Approves recommendation of the faculty and submits recommendation to the Dean.
Dean	Submits the recommendation in writing, along with required justification form to Vice President for Instruction and Enrollment Management and Associate Provost for Academic Affairs.
Vice President for Instruction and Enrollment Management and Associate Provost for Academic Affairs	Ensures that the proposed educational application achieves academic and curricular requirements and submits request to Vice President for Information Technology and Vice President for Student Services and Development. Submits formal request to Senior Vice President for Academic Affairs and Provost.
Senior Vice President for Academic Affairs and Provost	Grants or denies institutional approval for the request.

Forms: **Student Ownership Program Justification Form (attached)**

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