



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

## Operating Policy and Procedure

**HSCEP OP:** 56.06, **Bring Your Own Device (BYOD)**

**PURPOSE:** The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to (a) establish policies for the use of personal electronic devices by TTUHSC El Paso students and residents and (b) ensure that students and residents have appropriate access to relevant data and services as required by their school(s) and academic program(s) while pursuing acceptable use of data according to all regulatory requirements. This policy also outlines student and resident regulations and policies related to the storage, transmission, and use of institutional-protected data and services. As authorized users of TTUHSC El Paso Information Technology (IT) resources, students and residents are also responsible for compliance with all other IT-related TTUHSC El Paso operating policies.<sup>1,2</sup>

**REVIEW:** This HSCEP OP will be reviewed in February of each odd numbered year (ONY) by the vice president for academic affairs, with revision recommendations by the associate vice president for information technology or their designee, and with all recommendations for revision forwarded to the president by 1 March.

### **POLICY/PROCEDURE:**

#### **I. Definitions.**

**Bring Your Own Device (BYOD):** The general expectation is that students and residents will possess, maintain, and use their own electronic device(s) (i.e., laptops, smartphones, and tablets) for all administrative, curricular, and assessment purposes related to their academic or residency program(s) with authorized participation in the TTUHSC El Paso learning environment, except when otherwise specified by the academic or residency program or by TTUHSC El Paso administration.

#### **II. General**

A. TTUHSC El Paso students and residents are responsible for obtaining, maintaining, and using their own devices in accordance with current technical specifications throughout their participation in any TTUHSC El Paso academic program or residency. Except when otherwise specified by their academic or residency program(s) or by TTUHSC El Paso administration, students and residents are expected to possess and utilize their own electronic devices for all purposes related to their academic or residency program(s) as well as their self-directed participation in the TTUHSC El Paso learning environment. Students and residents are responsible for any adverse academic consequences that may arise from non-adherence with this policy, including – but not limited to – exclusion from participation in academic sessions or activities, diminished academic achievement, failure, or dismissal. TTUHSC El Paso is not obligated to provide electronic devices to students or residents as a matter of convenience or due to a failure to possess, maintain, or bring their own devices.

B. All students and residents must possess a laptop to enable access to course materials, assessments, and information. Tablets and smartphones are insufficient for this purpose. Students and residents are expected to supply their own chargers, power cables, and

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<sup>1</sup> TTUHSC El Paso IT Policies and Procedures and IT Operational Policies 56.50 Series may be accessed at <https://elpaso.ttuhs.edu/elpaso/it/policies/> (eRaider credentials required).

<sup>2</sup> TTUHSC El Paso HSCEP OPs may be accessed at <https://elpaso.ttuhs.edu/opp/>.

other necessary connections to ensure their devices will function according to their intended uses. As per §II.A above, students and residents may not assume that any institutional devices will be available or provided for their use.

- C. Students and residents are expected to respect the instructions of administration, faculty, and tutors regarding the use of electronic devices during academic activities. This includes – but is not limited to – decisions to prohibit recording, to turn off any and all devices, or to remove student and resident devices from the activity room/space.

### III. **Technical Guidelines**

- A. Students and residents must possess laptops that meet the minimum technical specifications outlined in the relevant learning management system (LMS) associated with their academic or residency program(s) and/or assessment applications used by the school in which the student or resident is enrolled. Minimum technical specifications will be provided by the students' or residents' academic or residency program(s).
- B. Students and residents are responsible for maintaining and utilizing electronic devices that meet technical specifications. Conversely, TTUHSC El Paso is not responsible for any adverse consequences resulting from a student or resident using a device that fails to meet minimum technical specifications.
- C. Minimum technical specifications will be monitored by each school's IT liaison, who will recommend updates when necessary due to changes in industry standards and regulatory mandates. Any updates to the minimum technical specifications will be announced via LMS or e-mail. Ordinary technical updates to the BYOD technical requirements do not require approval by the Curriculum and Educational Policy (CEPC) committee.

### IV. **Regulatory Requirements**

- A. Students and residents must comply with IT policies governing the use and management of mobile devices, accessing institutional networks, use and access of data, and regulatory requirements outlined in policies and safeguards currently in place, including – but not limited to:
  - 1) HSCEP OP 56.01, *Acceptable Use of Information Technology Resources*; and
  - 2) IT Operational Policy 56.50, *Access Control (AC)*.
- B. Students and residents must avoid potential breaches of privacy and confidentiality at all times, particularly when using the internet and social media. Students and residents are expected to incorporate precautionary measures including the use of secure communication.
- C. Students and residents must act in accordance with privacy legislation regarding the collection, storage, and disclosure of personal information and the maintenance and use of health records as outlined in TTUHSC El Paso security policies and regulatory requirements, including – but not limited to:
  - 1) HSCEP OP 52.09, *Confidential Information*;
  - 2) HSCEP OP 56.04, *Electronic Transmission of Personally Identifiable Information (PII) and Protected Health Information (PHI)*;
  - 3) HSCEP OP 52.14, *HIPAA Sanctions Process*;

- 4) IT Operational Policy 56.50, *Data Classification Guidelines*; and
- 5) IT Operational Policy 56.50, *Data Handling Guidelines*.

D. Students and residents are prohibited from accessing or storing patient information on any personal device.<sup>3</sup>

## V. Mobile Devices as Assistive Technology

Reasonable accommodations are considered on a case-by-case basis and are based on specific, individual needs substantiated with documentation and prior history with consideration of how well the accommodations meet the curricular goals of the course of study.<sup>4</sup> Faculty and IT may be engaged in this process through Academic Success and Accessibility Office (regarding students) or the residency program and Graduate Medical Education (GME) coordinators (regarding residents and fellows) for curricular and technological considerations.

## VI. Non-compliance

A. Students and residents not complying with this policy – including the use of non-conforming personal electronic devices for testing – may result in any of the following:

- 1) school/program-designated administration of the affected student's or resident's assessment on an institutionally provided device (subject to availability);
- 2) school/program-designated change in the modality of the affected student's or resident's assessment (e.g., administration of a paper version of the assessment);
- 3) school/program-designated changes in the affected student's or resident's assessment setting and/or location; or
- 4) school/program-designated administrative and/or academic penalties related to the affected student's or resident's inability to participate in the assigned academic activity or assessment resulting from her or his non-compliance with this HSCEP OP.

Students and residents are expected to demonstrate due diligence in complying with all TTUHSC El Paso policies related to their use of institutional data and services. Student non-compliance may result in the reporting of a professionalism concern to the associate dean for student affairs for the student's academic program(s). Resident non-compliance may result in the reporting of a professionalism concern to their program director and the associate academic dean for GME. At the institutional level, misuse of TTUHSC El Paso information resources is a violation of the policies contained herein and will result in disciplinary action as outlined in the Student Affairs Handbook as well as IT Operational Policy 56.50, *Sanctions Policy (SN)* for failure to adhere to IT security policies and procedures.

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<sup>3</sup> WLHSDM students will incorporate safeguards regarding patient data that facilitates curricular/pedagogical objectives.

<sup>4</sup> Refer to HSCEP OP 77.14, *Students with Disabilities*.