

# OHSU School of Nursing

## Student Technology Requirements

### **Required Student Technology**

The OHSU School of Nursing relies on the use of computer technologies for student learning activities and testing, both in the classroom and online using the Internet. All students are required to have a laptop and are bring them to class for use in electronic examinations and other course related activities. Students must be comfortable with the condition of their laptops and its ability to maintain battery power for four hours.

*Note: Program directors and Campus Associate Deans may modify the laptop requirement for their program or campus. Students should check with their specific program or campus for any exceptions to the laptop requirement. Currently, students in the following programs may elect a desktop computer instead of a laptop if a desktop better suits their needs.*

- RN to BS
- MNE
- HSOL

### **Computer Specifications**

These are minimum requirements for all students and meeting these minimum requirements is essential for successful learning. Most new computers exceed these requirements.

- Operating System: Windows 10
- Processor: Intel Core i3, Core i7 or Core i5 (Recommended)
- Memory: 8 GB minimum, 16 GB recommended
- Hard Drive: 128GB or larger

The School of Nursing is currently a Microsoft Windows environment. Software required for some courses may not come in a Mac version or there may be differences in functionality between the two versions. Students choosing to use a Mac will still be responsible for meeting all course assignments and requirements.

**MAC OSX** versions OSX 10.14 or 10.15 are recommended. Apple typically releases a new OS version each Fall. Please note OS versions older or newer may not work with the Exemplify software, which is required for courses using our online testing provided by ExamSoft

**Netbooks and Chromebooks** provide access to the Internet and keep a person connected to the web and email, they are underpowered and may not be supported by our online testing platform. These devices are not an acceptable alternative to our laptop requirement.

**Tablets and other mobile devices** provide easy and instant access to the information, digital media and the Internet. Such devices include, eReaders/Kindles, Apple iOS devices (iPod touch, iPad, and iPhone) and Android devices (tablets & phones). These devices may not be able to run required software or store files in a way that allows full engagement in classroom activities. While the School of Nursing encourages innovation and the use of these devices where possible, they are not an acceptable alternative to our laptop requirement.

### **Microsoft Office**

All Students are required use Microsoft Office 2016 or 2019, including Word, PowerPoint, Excel, Publisher, Outlook, OneNote.

Students may purchase their own copy or subscribe to Office 365 from Microsoft. Students have access to an online version of Microsoft Office for files created or stored in Box. Students may also use Microsoft Office on our Citrix remote access portal (<http://portal.ohsu.edu>), but restrictions may apply.

Microsoft Works, Apple iWorks (pages, keynote and numbers), OpenOffice, and Corel WordPerfect are among the unacceptable alternatives. Faculty must be able to open your documents without the need to convert or install additional non-standard software on their computers.

### **Email**

#### **Microsoft Outlook**

OHSU provides an e-mail and network account for all currently enrolled students. Microsoft Exchange is the product we use for e-mail and calendar. Students are required to use and regularly check the OHSU provided e-mail account to receive critical student updates. OHSU units like financial aid, billing and registrar, along with program faculty and staff will communicate important student information to the OHSU e-mail address only.

#### **Accessibility**

- OHSU e-mail may be accessed through the Internet using a standard web browser (<http://mail.ohsu.edu>) or through the OHSU remote access portal (<http://portal.ohsu.edu>).
- OHSU e-mail may be accessed on mobile devices such as Apple iPhones and iPads or Android-based phones and tablets using the Boxer app or by enrolling the device in Airwatch Intelligent Hub.

#### **Email Distribution Lists**

Cohort-specific e-mails lists exist to communicate specifically with OHSU students groups within the School of Nursing. Inclusion in these lists is not optional and students need to receive permission from their program before sending emails to these lists.

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### **Protecting Restricted or Confidential Data**

#### **DUO Mobile**

OHSU uses DUO Mobile for two-factor authentication when logging in to most OHSU systems from off campus. Students will need to download the DUO Mobile App to their smart phone or tablet. A DUO keychain device that generate a DUO code is available for students who do not have a smart phone or have an older smart phone that does not meet the requirements for DUO Mobile.

#### **Cloud Services**

Box.com is the only approved cloud service for use at OHSU. You may store your files in Box and set up folders for sharing with others. Use of other cloud services such as Google, Microsoft 365 online/SkyDrive, or Apple's iCloud not compliant with OHSU policy and security directives.

Box Edit is a utility that you can download to your computer. It allows you to use an online version of Microsoft Office for documents stored or created within Box.

#### **File Storage**

OHSU policy prohibits storage of files containing any information that is not for public consumption on your local hard drive or portable hard drive, unless you have encrypted the drive. If you are unsure if your drive is encrypted, store your files in Box. These types of files may not be stored in any cloud storage service other than Box. OHSU computers require portable USB storage devices be encrypted using the Dell Data Protection software installed on the machine. Our computers will recognize USB devices not encrypted with the Dell Data Protection software as Read-Only (no modifying files on the drive and no copying to or from the drive).

#### **Secure Email**

Email sent between OHSU accounts is secure. Email sent outside of OHSU is not. When sending emails outside of OHSU that contain sensitive, confidential or restricted information, start the subject line with Secure: and the message will be routed through our secure server. The intended recipient is notified of there is a message waiting and is provided instructions for securely getting your communication.

### **Distance Delivery**

The School delivers many of our courses to a distance over the internet using synchronous and asynchronous delivery technologies. Students participating in courses from with a synchronous connection are required to have the following;

- Web camera
- USB headsets with microphones
- Internet connection speeds greater than 5 mb/s download and 2 mb/s upload

For blended courses where some students are face to face with the instructor in a classroom and some are online, various web conferencing platforms may be used. Please check Sakai for the most up to date connection information for your course Traditional or VOIP/Internet telephone services are highly recommended over the use of cell phones for classroom audio if there are issues with internet.

Students participating in a courses delivered via web conferencing should plan to join the conference 7 to 10 minutes before the scheduled start time. This allows everyone time to test the audio/video connection and resolve any issues that may arise so classes may start on time. Students participating in distance delivery courses may be required to regularly complete a "pre-flight" checklist or other trainings to ensure they are able to connect.

### **OHSU Policies**

All students must comply with all OHSU policies and directives related to information security and privacy. A copy of our Acceptable Use policy can be found at <https://www.ohsu.edu/sites/default/files/2020-05/OHSU-computing-policy.pdf>. Information, Security and Privacy training conducted online annually is required for all faculty, staff, students and volunteers.

More information on all OHSU policies is located at <https://o2.ohsu.edu/institutional-policies.cfm>. (OHSU account required to access)

#### **Social Media Guidelines**

OHSU School of Nursing student posts, tweets and photos need to follow the code of conduct, HIPAA and the rights and responsibilities outlined in the student handbook. Violations of the social media guidelines or code of conduct may be grounds for disciplinary action and or dismissal. Students should know:

- Posting information referencing a patient's name or specific clinical site may violate HIPAA.
- Posting photos from a clinical site may be a violation.
- The OHSU Code of Conduct requires that students report violators to School of Nursing faculty/administrators.
- The OHSU Code of Conduct ([www.ohsu.edu/xd/education/schools/school-of-nursing/students/resources/student-forms.cfm](http://www.ohsu.edu/xd/education/schools/school-of-nursing/students/resources/student-forms.cfm))
- HIPAA ([www.hhs.gov/ocr/privacy/hipaa/understanding/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html))

### **OHSU Resources**

#### **SAKAI**

The School of Nursing uses Sakai to deliver online course content to its students. Sakai is supported by OHSU's Teaching and Learning Center. Students who need help with Sakai can contact the Sakai Helpdesk at 877 972-5249 or at [sakai@ohsu.edu](mailto:sakai@ohsu.edu)

#### **OHSU Helpdesk**

The OHSU ITG Helpdesk is available to assist students with e-mail account or account access issues between 6 a.m. and 6 p.m., Monday through Friday at 503-494-2222.