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**UNIVERSITY OF FLORIDA**  
**COLLEGE OF NURSING**

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**TITLE:**           **STUDENT COMPUTER POLICY**

**POLICY:**        The College of Nursing will specify computer requirements and student responsibilities regarding computer management within the context of University Student Computer Policy.

**RATIONALE:**   University and College policies pertaining to student advisement, registration, progression, evaluation, achievement awards and financial assistance are electronically communicated to students. In addition, the College of Nursing has instructional and communication strategies that dictate specific computer requirements.

**PROCEDURE:**

1.     On enrollment in College of Nursing courses, all students must have access to a computer system that meets current UF requirements (<http://www.circa.ufl.edu/computers>) and have competence with basic software products to complete all coursework within their designated program in the College of Nursing. Doctoral students are required to bring a laptop computer to class for selected courses. Doctoral students with Institutional Review Board approved electronic collection and or storage of restricted information processes or any honors student accessing restricted information must meet the College's encryption operating system and network access for laptops and removable devices requirements and successfully complete security training listed in Attachment 1.
  
2.     Expected computer competencies include:
  - Use software and hardware for word processing, presentation design, Web browsers, Internet search engines, varied web plug-ins (Adobe Acrobat, Real Player), web-based library catalogs, on-line databases, and electronic journal retrieval.
  - Use the current Microsoft Office software packages and a current Internet browser for access to the Internet for web enhanced and web based courses.
  - Access the Internet, send and receive e-mail, send and receive electronic documents, open and attach documents to e-mail.
  - Participate in course-assigned electronic mailing lists, on-line discussion groups, and chat rooms.
  - Update virus protection software on the computer they use to communicate with the College.
  - Print both text and graphics sent through the Internet as e-mails, e-mail attachments, or download files from the Internet.
  - Privacy screen is required for all computer-based examinations.

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3. On enrollment, all students must establish and use a GatorLink account.
4. Students have the responsibility to maintain their personal computer software and hardware in good running condition, since computer hardware or software failure will not excuse students from course responsibilities. Students are responsible for upgrades required for course and communication requirements.
5. Students complete all assignments and computing outside of the College, unless completing computer software assignments under faculty supervision or unless certain specialized software or hardware provided by the College is required to complete an assigned task.
6. Individual coursework may require additional specialized software. In this case, faculty members will insure the software requirements are clearly delineated in the course syllabus. Students are then responsible for acquiring the specialized software necessary to complete specific course requirements.
7. Students are responsible for providing faculty with appropriate hard copies of materials generated via computer technology if required as part of course assignments.
8. Similar to non-computer based assignments, all work completed by students on the computer must be the student's own work. Students may not receive assistance in completing computer-based assignments unless specifically allowed as part of that assignment. Copying materials from others, such as scanning in others' material, copying others' files or discs, and/or downloading material from other sources, and claiming it as the student's own work is plagiarism and is unethical behavior that may lead to course failure, expulsion from the curriculum or other penalties.
9. The College provides orientation during the first semester of student enrollment. The College computer requirements are reviewed, GatorLink accounts confirmed, and Internet access to web-based and web enhanced courses explained.
10. Should students need additional training in the use of their computers and required software, there are several options.
  - a. The Health Science Center library provides selected instruction on electronic journals, databases, and other Internet search engine products.
  - b. The University of Florida has many on-campus training opportunities

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- c. available from a diverse number of sources.  
(<http://www.training.ufl.edu/>)
- d. Santa Fe College in Gainesville offers adult education classes at their Center for Continuing Education.

Review or Approval Authority	Responsible Party	Initial Approval / Review	Most Recent Approval / Review Of Changes	Editorial Changes	Policy A-01 Review
Review	<b>*Leadership Council</b>	2/98	6/10		9/15
Approval	Administrative Council	9/97	5/10		11/15
Approval	Dean	5/98	6/10		11/15

**\*Bold indicates committee with A-01 review responsibilities**

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Attachment 1

**College of Nursing encryption operating system and network access requirements**

Doctoral students with Institutional Review Boards approval for the electronic collection and storage of restricted information or any honors student accessing restricted information must meet the encryption operating system and network access requirements of the College. These current laptop system requirements, required encryption software, and requirements to access to encrypted removable devices are listed below:

The College only purchases PC computers and almost exclusively Dells and has no access to Mac systems. The current College faculty and staff supported system is Windows XP Professional Service Pack 3. Student support by the College for other PC models and operating systems is limited and students may require additional support or modifications in their purchased devices to comply with the encryption operating system and network access requirements of the College.

Encryption operating system requirements:

Student's laptops, external hard drives or USB drives (Flash Thumb drives) used for the electronic collection and storage of restricted information must be encrypted using Health Science Center's centrally managed PGP software. These devices must be full disk encrypted.

Encryption software must be installed by the College's Information Security Manager (ISM). Students must contact the college's ISM to be sure their selected device(s) can be encrypted. This installation can take several hours or possibly more than 24 hours and installation is completed only on the Gainesville campus.

Responsibility disclaimer and wiping of laptop hard drive and disposal of removal devices:

The University of Florida College of Nursing assumes no responsibility for loss or damage of your personal computer device or data and software installed on your laptop or removable devices. There is a risk of data and or operating system damage during the encryption software installation. It is recommended backed up data prior to encryption software installation and maintain your original operating software for possible reinstallation.

Two weeks prior to your graduation or if you decide to no longer use your encrypted laptop or removable storage device for storage of restricted information, you must schedule an appointment with the College's ISM and bring your encrypted laptop and any removable storage devices used to collect or store restricted information for the HIPAA recommended wiping of the laptop's hard drive of all data and reinstallation of the

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original operating system and the secure disposal of external hard drives and removal devices.

Remote network access by devices encrypted by the College's ISM:

Student remote access to HSC secure servers containing restricted information such as PHI can only be by devices encrypted by the College's ISM.

The student must schedule an appointment with the ISM to review device access requirements since these requirements may be more restrictive than those listed above for the encryption process.

Access must be approved and authenticated by the College's ISM using university's electronic identification methods. The access appointment could be accomplished during the timeframe the device is encrypted at the Gainesville campus or an additional appointment may be required to review the access requirements and procedures.

Security Training:

Doctoral students with Institutional Review Boards approval for the electronic collection and storage of restricted information or any honors student accessing restricted information must successfully complete the College's security training program prior to the installation of the encryption software and access to secure network servers.

Students must contact the College's ISM to schedule training.