



Medical College of Georgia
Academic, Research, and
Student Affairs
Policy Library

Mandatory Ownership of Laptops and Hand-held Devices

Policy 2.11

Volume 2 Academic Affairs
Chapter 11 Mandatory Ownership
of Laptops and Hand-
held Devices

Responsible Office: Office of Provost
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Policy Statement

Mandatory student ownership of laptops and hand-held devices 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. Associated costs of these technologies should be eligible for inclusion into the student cost of attendance. Minimum standards are defined as requisite for the actual device(s).

A Program Chair will recommend to a Dean that the device(s) is required for the most effective delivery of the curriculum and learning outcomes of the students. The Dean may submit a proposal to the Vice President for Instruction for consideration. The proposal will be distributed to the Vice President for Information Technology and Vice President for Enrollment and Student Services. To ensure inclusion in the student cost of attendance, proposed requirements for devices must be approved by the Provost by the end of the preceding year's term for the anticipated term the requirement will take effect. A recommendation will be made to the Provost for final approval.

All academic degree programs are eligible.

Reason for Policy

The Medical College of Georgia 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 schools of the Medical College of Georgia 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/Assoc Provost	706-721-3096	http://www.mcg.edu/aaffairs/associate/
Vice President for Information Technology/Assoc Provost	706-721-3640	http://www.mcg.edu/itss/
Vice President for Enrollment and Student Services	706-721-0955	http://www.mcg.edu/students/asa.htm
Provost	706-721-4014	http://www.mcg.edu/aaffairs/

Website Address for This Policy:

<http://www.mcg.edu/aaffairs/policies/pdfs/p211.pdf>

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 school-related activities.

Overview

Requests have been presented for 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 would be required. 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:

- Utilization of the technology must be integrated into greater than 50% of the total curriculum (didactic and 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 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 ownership of the device technology. The Dean may submit in writing a recommendation and required justification form to the Vice President for Instruction supporting the mandatory ownership. The Vice President of Instruction will ensure that the proposed educational application achieves the academic and curricular requirements defined above. The Vice President of Instruction will distribute to the Vice President of Information Technology and Vice President for Enrollment and Student Services the request for respective consideration. In certain instances the Vice President for Research may be distributed proposed recommendations or consulted with regarding proposed recommendations. A formal recommendation on the submitted request will be made to the Provost. Institutional approval will rest with the Provost.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 2.11, Mandatory 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 submit recommendation to the Dean.
Dean	Submits the recommendation in writing, along with required justification form to Vice President for Instruction.
Vice President for Instruction	Ensures that the proposed educational application achieves academic and curricular requirements and submits request to Vice President for Information Technology and Vice President for Enrollment and Student Services. Submits formal request to Provost.
Provost	Grants or denies institutional approval for the request.

Forms: Student Ownership Program Justification Form (attached)

Student Ownership Program Justification Form

School: Allied Health Sciences
 Department:
 Faculty:
 Degree Program:
 Course Number & Name:
 (if not a request for an entire program)

Objective	Activity	Instructional Setting	Type of Technology Needed	Type of Product / Resource
		Classroom	Laptop - Windows	Web site
Explanation (Describe the instructional benefits and its added value to instruction for requiring this technology.)				
		Classroom	Laptop - Windows	Web site
Explanation (Describe the instructional benefits and its added value to instruction for requiring this technology.)				

Approvals:

Dean _____ Date _____

VP for Instruction _____ Date _____

VP for Enrollment and Student Services _____ Date _____

VP for Information Technology _____ Date _____

Provost _____ Date _____