Computing and Technology

AY 2017-2018 MD Student Handbook – Policy on Computing and Technology

Student Computing Policies

Laptop Policy and Minimum System Requirements

During their medical school careers, students use laptops for a number of required activities, including testing. Each student is required to possess a laptop throughout their time in medical school that meets the minimum technical specifications (see below). These specifications are updated annually and published in the VUSM MD Program student handbook. For questions, please contact the Office of Education Design and Technology.

Hardware:

- 1 Ghz processor
- 13-inch or larger display, with minimum 1024x768 resolution
- Wireless-g, -n, or -ac capability
- Not supported: Chromebooks, Netbooks, integrated touchscreens (for NBME)

Operating System:

- Windows 7, 8, 10
- Mac OS X 10.8, 10.9, 10.10, 10.11, 10.12
- Not supported: Linux, virtual machines

Browsers:

- Latest versions of Chrome and Firefox (recommended as default browsers)
- Windows: Internet Explorer 10 or higher
- Mac: Safari 6 or higher
- Cookies must be enabled
- JavaScript must be enabled

Miscellaneous:

Latest versions of:
• Acrobat reader
• Flash Player
• Silverlight Player

Recommended but not required:

• Earplugs for exams
• Earbuds or headphones
• Tablet that supports the latest version of iOS or Android (these are not compatible for NBME exams, but should work for other online exams)
• See also, apps highly recommended by current students (maintained by the VUSM Student Technology Committee)

Frequently asked questions regarding system requirements:

Q: Why aren’t netbooks and Chromebooks supported?
A: The NBME (National Board of Medical Examiners) has a secure browser that must be installed on your laptop in order to take their exams, and they only support the versions of Windows and Mac OS listed above.

Q: I have an 11-inch MacBook Air, or other 11-inch laptop display. Why can’t I use this for exams?
A: You can, but some of the images on the exams may be cropped off. You might be able to scroll to see the full image.

Q: Why are Chrome and Firefox recommended over Safari and Internet Explorer?
A: Chrome and Firefox perform better, more consistently, in our environment. Sometimes Internet Explorer and Safari have trouble displaying some of the web-based elements of our applications.

Computer Privileges and Responsibility Policy

Students are expected to comply with the Computer Privileges and Responsibility Policy. Cooperative and respectful use is expected of all users of Vanderbilt computing resources and services. In addition, students should use Antivirus software to safeguard personal computers and Vanderbilt networks. Vanderbilt users should be aware that electronic mail is not necessarily secure or private. Personal data including social security numbers should never be included in an email message.

Vanderbilt University Email Address

Students are required to maintain the vanderbilt.edu address at all times because important information is distributed through that address. Visit the Vanderbilt University Information Technology (VUIT) website for information on and setting alternate email addresses.

Certain Federal statutes require that information be delivered to each student. Vanderbilt delivers much of this information via email. Official electronic notifications, including those required by statutes, those required by University policy, and instructions from University and VUSM officials, will be sent to students’ Vanderbilt email addresses. Some messages include links to the YES Communications Tool or to VSTAR communications tools, which are secure channels for official communications of a confidential nature. The University and VUSM make every effort to avoid sending students nonessential email (“spam”), and maintains separate lists from which students may unsubscribe for announcements of general interest.

Students are charged with the knowledge of the contents of all official University and VUSM notifications, and are required to respond to instructions and other official correspondence requiring
a response. Accordingly, students bear the responsibility for checking their Vanderbilt email account frequently and for managing their email account to prevent important messages from being returned as "undeliverable."

**VU Social Media Policy**

The VU Social Media Policy provides guidelines outlining how Vanderbilt supports institutional communication goals through social media platforms. The policy is intended for internet activities that associate or identify a student with Vanderbilt, use Vanderbilt email addresses, or discuss Vanderbilt. In keeping with the Electronic Communications and Information Technology Resources policy (HR-025), Vanderbilt email addresses should not be used in conjunction with unofficial or personal social media accounts and profiles. This policy is not intended to guide online communications when students do not associate or identify themselves with Vanderbilt. The VU Social Media Handbook website has additional information.

**Family Educational Rights and Privacy Act (FERPA)**

Vanderbilt School of Medicine is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA) which governs access and confidentiality of student information. Details are included in the School of Medicine catalog. Students have access to their academic records in the Office of Enrollment Services at any time. However, if you ask a faculty member to write a recommendation for you, you will need to give your permission for access to your academic information. As a part of the ERAS residency application process, you should complete a FERPA form, giving permission to the Office of Student Records for faculty access to your academic information.

Vanderbilt has designated the following as directory information: the student's name, addresses, telephone number, email address, student ID photos, major field of study, school, classification, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other information that would not generally be considered harmful or an invasion of privacy if disclosed. Any student who does not wish disclosure of directory information should notify the University Registrar in writing. No element of directory information as defined above is released for students who request nondisclosure except as required by statute. The request to withhold directory information will remain in effect as long as the student continues to be enrolled, or until the student files a written request with the University Registrar to discontinue the withholding. To continue nondisclosure of directory information after a student ceases to be enrolled, a written request for continuance must be filed with the University Registrar during the student's last term of attendance.

Students are required to update their personal information at the start of each term through the “Check-In” process in the School of Medicine. University information is updated through that process.

**Center for Experiential Learning and Assessment (CELA) Video Records Policy**

Vanderbilt School of Medicine is committed to quality education and training. Toward this end, students, residents and fellows are routinely observed and evaluated as an integral part of their education and development of their professional competencies, either directly or through video records, as appropriate to the objectives and format of the experience. These are an integral part of the teaching and assessment methods of trainees.

Students are asked to acknowledge the CELA Video Records Policy during orientation to the first year of the MD program by going to this website and following acknowledgement instructions.

**Access to Virtual Clinical Workstations**
All Vanderbilt medical students may access Virtual Clinical Workstation (vCWS) from home using a mobile device, laptop, or personal computer. This allows students to access StarPanel and Wiz and other Clinical Workstation programs using their devices without the need for the RSA SecurID key. Guidelines for setting up devices are found in VSTAR Help: Connect to the vCWS from home.