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**Policy Name:** Student Technology Requirements  
**Policy Number:** ADM 10.04  
**Title of Policy Owner:** Director of IT  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 6/7/2023  
**Version:** 2.0  
**Policy Status:** Approved

### **I. Policy**

It is the policy of Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) that enrolled students are required to have a personal laptop to bring to class daily. Students enrolled in SOMI are also required to have off-site printing capabilities.

### **II. Purpose**

The purpose of this policy is to ensure students are able to:

- Participate in daily class activities including interactive participation, examinations, etc.
- Maintain contact with School faculty and staff
- Access Student Information System (SIS)
- Access Learning Management System (LMS)
- Complete clinical requirements: Trajecsys
- Complete Course requirements: Clover Learning, RadReview

### **III. Scope**

This policy applies to all SOMI students.

### **IV. Definitions**

None

### **V. Policy Details**

#### **Internet**

Students must have access to regular, reliable, and stable Internet connection and should maintain anti-virus/malware protection software on their devices. Students' laptops must be compatible with all SOMI technical requirements. See Attachment A: Student Technology Requirements.

#### **Computer and Software Requirements**

These requirements define the minimum computing platform necessary for use during the enrollment at the School. The requirements also define the hardware, software, and operating system configurations that will allow a student to

successfully complete course requirements. See Attachment A: Student Technology Requirements for specifics.

**Backups and External Drive Requirements**

Students are expected to appropriately secure and back-up their data on a continual basis. Students are responsible to maintain the integrity of their data to prevent academic penalties. The use of external storage devices (thumb drives and external hard drives) on Bon Secours hardware is prohibited due to security precautions.

**Anti-Virus/Malware Protection**

Student devices must include a current anti-virus/malware protection software that is maintained and kept current. Hackers are targeting education and healthcare institutions at an alarming rate. It is imperative that students take measures to ensure all data remains protected and precautions are in place to avoid the spread of electronic viruses.

[Technology Requirements](#) details may be found on the School's website.

**VI. Attachments**

None

**VII. Related Policies**

None

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**IX. Version Control**

Version	Date	Description	Prepared by
1.0	4/20/2020	Initial Policy	CDDAA
1.1	2/1/2022	New Template & Revisions	CDDAA
1.2	8/1/2023	New Template & Revisions	CDDAA