

Policy Title	Student Technology Requirements
Policy Number:	ADM 10.04
Department:	SOMI
Functional Area:	IT
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2023
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ADM z10

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. 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.

III. 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

IV. Scope

This policy applies to all SOMI students.

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. Definitions

None

VII. Attachments

N/A

VIII. Related Policies and Procedures

None

IX. Regulatory Notices

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

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	4/20/2020	N/A	Initial Policy	N/A	CDDAA
1.1	2/1/2022	N/A	New Template & Revisions	1.0	CDDAA
1.2	8/1/2023	8/1/2026	New Template & Revisions	1.1	CDDAA
1	8/1/2023	8/1/2027	Version Changed – BSMH Template Adopted	1.1	CDDAA

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health

Medical Group LLC and its medical group affiliates.