

**Policy S-1.4**  
**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.

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.
2.     On enrollment, all students must establish and use a GatorLink account..

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3. 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.
4. 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.
5. 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.
6. Students are responsible for providing faculty with appropriate hard copies of materials generated via computer technology if required as part of course assignments.
7. 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.
8. 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.

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9. 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 UF Office of Information offers student training. Information is available on their web site <http://www.it.ufl.edu/training/students.html>
  - c. A NetG (National Education Training Group Courses) online computer skill program is available from the Office of Instructional Resources at their website <http://netg.ufl.edu>
  - d. Santa Fe Community College in Gainesville offers adult education classes at their Center for Continuing Education. Current course listings and registration information is available at: <http://www.santa-fe.cc.nm.us>
  - e. The Alachua Freenet is a community supported and sponsored system in Gainesville and offers free classes in basic computing. Current class information is available at: <http://www.afn.org/ht-free/about.html>
  - f. The University publishes a CD-ROM containing current networking and communications software, some site-licensed programs, and computer-based training materials. This CD is sold for a modest fee at the UF Bookstore .

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