1.0 Purpose
The purpose of this policy is to provide guidance for information technology (IT) requirements for UHWO courses with online components.

2.0 Scope
This policy applies to all faculty and students participating in online, hybrid, and in-person courses with online components, such as Laulima. Meeting the information technology requirements is mandatory for successful completion of the coursework. Since students who take these courses can be located anywhere in the world, these students need to understand the IT requirements beforehand to allow them to be technologically self-sufficient and properly prepared for class.

3.0 Policy
Students who are participating in courses with online components shall confirm that they have the following minimum IT requirements:

1. Windows (preferred) or Macintosh based computer with the capability to run a web browser (such as Firefox), media software (such as RealPlayer), other application software and/or plug-ins needed to access or run content (such as Adobe Reader or Java), and play audio/sound. For computer recommendations, refer to http://www.hawaii.edu/askus/585
2. Internet Service Provider (ISP) to provide reliable broadband Internet service.
3. Able to access Laulima (online course management system) via web browser (Mozilla Firefox is recommended).
4. Recent version of Microsoft Office (Word, Excel, and PowerPoint).

Faculty will indicate which courses have an online component, as well as any special or specific technology and/or software requirements (other than the IT requirements listed above). This information shall be listed in the “UHWO Schedule of Classes” notifying students of the requirements before they register for the course.

In addition to the minimum IT requirements, students are responsible to check the “UHWO Schedule of Classes” for any special or specific technology needs for the course and confirm and/or provide their computer with the requirements. Students are also responsible for checking with the UHWO Bookstore for items that need to be purchased for the course such as access codes for software.

NOTE:
• Mobile devices such as phones or tablets are not considered reliable devices to use for courses with online components as they are unable to sufficiently run the applications required.
• Do not depend on campus facilities for courses with online components. They may not meet the specific software requirements for your course and access to campus facilities is limited.

4.0 Responsible Party
UHWO Distance Education Committee and IT will be responsible for updating the IT requirements as needed to keep up with changes in technology. UHWO faculty will be responsible for indicating whether their courses use an online component and also determining any special or specific technology requirements for the course when submitting a Course Request Form, including equipment, software or materials. Academic Affairs/Student Affairs will include the information as "Comments" in the UHWO Schedule of Classes. Faculty are also responsible for notifying the UHWO Bookstore of any items students will need to purchase. Students are to check the “UHWO Schedule of Classes” and provide their computer with the class requirements. They also need to check the UHWO Bookstore for items to be purchased. Students are also responsible for maintaining security standards for their computers including keeping up with operating system and anti-virus software updates.

5.0 Definitions
UHWO Faculty include: Faculty, lecturers and instructors who teach courses at UHWO.