Bring Your Own Device (BYOD) Policy and Procedure

1.0 Purpose

i. The purpose of the Bring Your Own Device (BYOD) Policy and Procedure is to provide guidance to Staff and prospective Students on the requirements and processes of the use of Devices at Wattle College.

ii. Wattle College is committed to support the Student learning experience. The focus of the BYOD program at Wattle College is to provide tools and resources to the Student. Excellence in education requires that technology is seamlessly integrated throughout the educational program and increasing access to technology is essential for the future. Learning results from continuous dynamic interaction among Students and Trainers.

iii. The BYOD Policy outlines the rights and responsibilities of Students to bring, use and connect their own Devices to Wattle College networks for use in their coursework at Wattle College.

iv. It will be compulsory for all Students to bring, use and connect their own Devices to Wattle College networks for use in their coursework at Wattle College.

v. To support Self Study hours, Students must have access to reliable internet outside Wattle College campuses as well.

vi. This BYOD Policy has been developed to inform Students of the roles and responsibilities of maintaining a responsible, safe and effective BYOD Policy.

vii. Wattle College endeavours to provide all relevant information to potential Students prior to enrolment enabling them to make an informed decision about their likelihood to study at Wattle College.

2.0 Responsibility

i. The RTO Coordinator is responsible for the implementation of this Policy and Procedure and to ensure that Students and Staff are aware of its application and implement its requirements.

3.0 Policy

i. The term “Device” in this Policy refers to the Laptop or Tablet brought into Wattle College classrooms, owned by the Student, which has the capability to connect to Wattle College’s Wi-Fi Network.

ii. It is compulsory for Students to bring their own Devices, preferably Laptops, to access their Wattle College Learning Management System (LMS).

iii. Trainers can ask the Students to leave the Classroom if they do not bring their own Device to Class. Only in limited circumstances will Wattle College have Devices to lend to Students for Compassionate and Compelling circumstances.

iv. Use of Devices, recording, videos etc at Wattle College will be governed by this BYOD Policy.

v. Internet access will be provided through the wireless networks at no cost to Students enrolled at Wattle College. However, to support Self Study learning, Students must have access to reliable internet outside Wattle College campuses as well.

vi. Students are responsible for the care and maintenance of their Devices including data protection and battery charging.

vii. Wattle College will not accept any liability for the theft, damage or loss of any Student’s Device. Students who bring their own Devices to Wattle College, do so at their own risk.

viii. Wattle College is not obliged to provide hardware or technical support service for Devices.

ix. Where Wattle College has reasonable grounds to suspect that a Device contains data which breaches the BYOD Policy, they may confiscate the Device for confirming the existence of the material. Depending on the nature of the material involved, further action may be taken including referral to the Police and or Wattle College disciplinary action whichever is appropriate.

x. It is important to ensure that Students are aware of their obligations under this BYOD Policy, prior to using their own Device on the Wattle College Wi-Fi network. The BYOD Student responsibilities will be explained during Student orientation session and in the Student Handbook.

4.0 Procedures

4.1 Student Responsibilities

i. Students are solely responsible for the care and maintenance of their own Devices.

ii. Students are responsible for managing the battery life of their Device and acknowledge that Wattle College is not responsible for charging their Devices. Students should ensure that their Devices are fully charged before bringing them to class.

iii. Students are responsible for taking insurance coverage of their own Device(s) to protect any accidental damage, theft or loss.

iv. Students must have a supported operating system and current antivirus software installed on their Device and must continue to maintain the latest service packs, updates and antivirus definitions.

v. Students should not attach any college-owned equipment to their Devices without the permission of the Trainer.

vi. Students are responsible for securing and protecting their Device. This includes protective/carry cases and exercising common sense when storing the Device. Wattle College is not required to provide designated or secure storage locations.

vii. Students are responsible for ensuring the operating system and all software on their Device is legally and appropriately licensed.

viii. When Students are not using their Device, they should be stored in a classroom. Students are encouraged to take their Devices home at the end of each day, regardless of whether or not they are needed. Laptops should not be stored in a vehicle as they can overheat or get stolen.

ix. Students are to ensure that they use their Device in a responsible and ethical manner.

x. Laptops must never be left in a backpack, unlocked car or any unsupervised area

xi. Students must report any damages that may occur to their Trainer immediately so that the Trainer may investigate

4.2 Prohibited Student Activities

i. Illegal installation or transmission of copyrighted materials

ii. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials

iii. Accessing and using internet/app-based games within class time that are not deemed educational by the Trainer without prior permission

iv. Use of messaging services within class time (e.g.: Facebook/Twitter/Videos, Pictures and associated Apps) are not permitted, without the prior permission of the Trainer or Wattle College.

v. Gaining access to another Students' accounts, files and/or data

vi. Giving out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.

vii. Participation in fraudulent or other illegal behaviour

viii. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of personal, other Students or the school's range of technology

ix. Participating in any form of bullying via social media (including, and not limited to texting, emailing, posting and accessing other Students Devices)

x. Presence of guns, weapons, pornographic materials, suggestive images, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in removal of content and disciplinary actions.

xi. Using the Wattle College network to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use may result in legal and/or disciplinary action.

xii. Students shall not create, transmit, retransmit or participate in the circulation of content on their Devices that attempts to undermine, hack or bypass any hardware and software security mechanisms that have been implemented by Wattle College.

xiii. Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.

xiv. Voice calling and text, SMS messaging or Device instant messaging use by Students during the college hours is prohibited during class time.

xv. Students must not take photos or make video or audio recordings of any classroom, individual or group without the expressed permission of each individual being recorded and the permission of an appropriate staff member or Trainer

xvi. The CEO or Authorised Representative of Wattle College retains the right to determine what is, and is not, appropriate use of BYOD's Device at Wattle College within the bounds of Victoria Privacy and other legislations.

xvii. The consequences of any breaches of this Policy will be determined by the CEO or the authorised representative, in accordance with Wattle College's Policies.

4.3 Damage and Loss

i. Students bring their Devices to Wattle College site at their own risk.

ii. In cases of malicious damage or theft of another Student's Device, processes for damage to Wattle College or another Student's property apply.

iii. Wattle College does not provide accidental damage or theft cover for 3rd party (Student owned) Devices and shall therefore not be liable for any damages or theft that occurs on Wattle College's premises unless the Device was under the direct control of a Staff member. Wattle College encourages Students to source accidental damage and theft insurance from an external insurance provider.

iv. Under no circumstances should Devices be left in unsupervised areas (including, but not limited to, Wattle College premises, open building spaces, specialist areas, offices, unlocked classrooms or toilets). Any Device left in these areas is at risk of being stolen or damaged. If a Device is found in an unsupervised area, it will be taken to the Student Services reception.

4.4 Technical Support

i. Wattle College Staff are under no obligation to provide any technical support on either hardware or software.

ii. As part of the BYOD Policy, Wattle College will offer technical support that will assist in helping Students with connecting to Wattle College's network and internet. Due to the Device being owned by the Student, all other technical support and warranty issues will need to be sourced by the Student from an external provider.

4.5 Technology Standards

i. Student BYOD Device must meet the following technology standards for maximum efficiency of use at Wattle College:

ii. Required Specification:

i. Web Browser	Any Modern Web Browser, with Pop Up enabled
i. Web Processor	MS Office Word
ii. Word Processor	MS Office PowerPoint

iii.	Wireless Compatibility	Devices must have 2.4 Ghz and 5 Ghz range. Also allows through WPA Enterprise encryption of 802.11a/b/g or 802.11n
iv.	Battery Life	Ideal Battery life of 10 hours and Minimum of 8 Hours
v.	Form Factor	Laptop, Tablet, Device or Convertible Device Only (No Mobile Phones Allowed)
vi.	Physical Dimension	Minimum Screen Size: 9.7” Maximum Screen Size: 15.6”
vii.	Operating System	Microsoft Windows 10 Professional x64, Memory: 4 GB RAM, Storage: 120 GB internal storage)
viii.	Anti-Malware & Antivirus	Device should be updated to antimalware and antivirus software.

ix. Device hardware specifications must meet the minimum (ideally the recommended) specifications of the operating system and all applications.

x. Device must meet current operating system requirements (minimum windows 10 or above)

4.6 Acceptable Equipment and Communication System Use

i. Devices should be used in the classroom as per Trainer’s discretion, as the main purpose to use this Device in the classroom should be for education and study purpose.

ii. Devices should be fully charged. No charging point is available to the Student in the classroom while a class is ongoing.

iii. Wattle College is not responsible for any lost, stolen, or damaged Device whilst on charge, it is completely the responsibility of the Student to take care of their own Device.

iv. Students should not create, circulate or participate in attempts that is considered undermined, hack or bypass the hardware and software security mechanisms that are in place at Wattle College.

4.7 Borrowing Procedure

i. In case of exceptional /emergency situations (Compassionate and Compelling circumstances), a limited number of Laptops can be made available for Wattle College Students on first come first serve basis.

ii. If a Student is required to borrow a Laptop at Wattle College, they will need to check the availability of Laptop at Reception and request to issue a Laptop, if available.

iii. The Student will be required to provide their Student ID card for the issuance of the Laptop.

iv. The Laptop issuing authority will scan the Device for record maintenance purpose before issuing the Device to the Student.

v. Borrowed Devices should be returned same day to Wattle College Reception by Students within College working hours

vi. Note: Students from China should be made aware that due to Policy between Google and software providers in China, any Device associated with Chinese application store will not be able to download Google Apps. At Wattle College we require Students to be able to access Google classroom and Google Drive. When setting up a new Device, Student should set the region to Australia. Devices must be set to English for the purpose of study at Wattle College.