



Bring Your Own Device (BYOD) Policy and Procedure

BYOD Policy

1. Preamble

1.1. Policy Purpose

This policy is to ensure that students and staff are aware of their responsibilities regarding Bring Your Own Device (BYOD) to classes at Performance Education (PE).

1.2. Background

Bring your own device, or BYOD, is a technological trend in education and in the corporate world. BYOD recognises that technology and choices about technology are very much personal. BYOD acknowledges technology in education means more than meeting specific curriculum requirements. BYOD is designed to give you, as students, freedom to make technology choices that suit you and all your circumstances.

1.3. Objectives

1. To facilitate and promote the bringing of a computing device to PE by all Professional Year students for use in their education
2. To provide a safe environment for students to further Objective 1
3. To enable students to use technology to further their learning independently and in structured lessons

1.4. Scope

The policy and procedure applies to Professional Year students studying at PE Sydney and Melbourne campuses.

2. Actions

2.1. Students

- 2.1.1. All students are expected to bring a computing device to PE on required days as per their Course Requirements Checklist.
- 2.1.2. This device must be a personal device of the student's own choosing and ownership, and must meet the minimum specifications as set out in Appendix 1.
- 2.1.3. Students must follow trainers' directions as to appropriate use of their devices in classes.
- 2.1.4. Each student is absolutely and solely responsible for the care and conduct of their own personal device whilst:
 - at PE
 - travelling to or from PE
- 2.1.5. Students must connect their device to the designated wireless data network supplied by PE using their own, individual or user account credentials only. Students must not connect to any other network, wired, wireless or cellular. Students must not bridge the PE designated network to any other network.

2.2. Trainers

- 2.2.1. Trainers should encourage and facilitate the use of students' devices in their classes where it meets the requirements of the curriculum.
- 2.2.2. Student's device usage is strictly educational and will be managed by trainers.
- 2.2.3. Trainers should follow the PE Device Procedure (refer Appendix 2) in cases where a student fails to bring their own device to class.
- 2.2.4. Trainers should communicate to students which days and sessions devices will be required.

2.3. Performance Education will

- 2.3.1. Provide a wireless network with filtered internet connection to which students may connect their BYOD program device.
- 2.3.2. Provide support to assist students with first bringing their device to PE and establishing network connectivity with the BYOD program device.
- 2.3.3. Accept no responsibility for loss or damage to, or for maintenance or repair required on a student's own device through any act or omission resulting from the negligence or otherwise of PE, a member of PE staff or of another student.
- 2.3.4. Consider alternatives for providing device access for students, including access to desktop computers in the computer labs.

2.4. Students bring their own device for use at Performance Education at their own risk

- 2.4.1. For the avoidance of doubt, PE will not be responsible for any loss, theft or damage to:
 - the device
 - data stored on the device while the device is at PE, absolutely, due to negligence or otherwise
- 2.4.2. Students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for their device.
- 2.4.3. In accordance with clause 3 below, students should not bring peripheral equipment to PE. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.

3. Acceptable Equipment & Communication Use Only

- 3.1. Use of the device during class in line with curriculum requirements is at the discretion of the trainers and staff. Students must use their device as directed by the trainer.
- 3.2. The primary purpose of the device at PE is educational.
- 3.3. Students must bring their device to PE fully charged.
- 3.4. Students should avoid bringing peripheral device equipment to PE with the device. Peripheral equipment includes:
 - a. Chargers & charging cables
 - b. Docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral
 - c. External pointing devices, such as computer mice
 - d. Adapters for the connection of video output or data transfer

- e. Students are to connect their device to the designated wireless network only. Students are not to connect their device to other wired, wireless or cellular networks whilst at PE.
- f. Students are not to create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place.

3.5. Intellectual Property and Copyright

Users will:

- 3.5.1. Never plagiarise information. Plagiarism is the taking of ideas or writings of others and presenting them as if they were original to the user without acknowledgement.
- 3.5.2. Respect the copyright of owners and authors of work, including works, ideas, graphics etc. on PE and other websites. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. Many works can only be used with the prior written permission of the author. Always acknowledge the creator or author of any material published.

3.6. Ethical Behaviour

Users will:

- 3.6.1. Not attempt to gain unauthorised access to the PE computer network, or go beyond their authorised access.
- 3.6.2. Not use obscene, profane, lewd, vulgar, rude, inflammatory or threatening language in public or private messages.
- 3.6.3. Not publish information that, if acted upon, could cause damage to property or persons, nor publish deliberately false or defamatory information about a person or organization.
- 3.6.4. Not engage in personal attacks including prejudicial or discriminatory attacks, not harass (distress or annoy) another person. If a user is told to stop sending messages to them, the user must stop.
- 3.6.5. Not use the PE wireless network to access gaming or gambling sites, or material that is profane, obscene, pornographic or pedophilic, that promotes illegal acts, or that advocates violence or discrimination.
- 3.6.6. Not use the PE wireless network to send inappropriate emails including email chain letters.

Appendix 1

BYOD – Device Specifications

Required Specifications

The device must meet all of the following functional requirements pertaining to software

Web browser	Any modern web browser.
Word Processor	Microsoft Office Word
Presentation	Microsoft Office PowerPoint
Wireless Compatibility	Device must have 2.4 and 5GHz support
Security Software	<ul style="list-style-type: none"> Windows 7 laptops should run: Microsoft Security Essentials MacOS X laptops should run: ClamXav 2 Sentry

Recommended Hardware Specification

Form Factor	Laptop, tablet device or convertible device
Physical Dimensions	Minimum Screen Size: 9.7” Maximum Screen Size: 15.6”
Operating System	<ul style="list-style-type: none"> Microsoft Windows 7, Windows 8.1 or newer Apple MacOS X 10.8 or newer Apple iOS 6 or newer
Battery Life	Ideal battery life of ten hours

Additional Considerations

The following are not requirements of the Bring Your Own Device program, but are considerations which you should direct your attention to

Recommendations	<ul style="list-style-type: none"> Maximum weight: 2kg Minimum RAM (laptops): 4GB Disk configuration (laptops): Solid State disk (SSD)
Considerations	Accidental loss and breakage insurance

Appendix 2

PE Device Procedure

Students are encouraged to bring their own computing device to class on required days as per their Course Requirements Checklist.

Where a student does not own a device, or has not brought it to class, and it is required for class work, then, in addition to the current PC lab, PE will have up to 50 devices available for use by students, and a student may borrow a device from PE as of **9th March 2015**.

Students who do not own or are unable to provide a suitable device are encouraged to notify the Program Manager at Orientation and will be prioritized for device loan ahead of students that have forgotten to bring theirs to class.

It is critical that security of PE assets is strictly monitored, so the following procedures must be followed:

- Each PE Device Trolley will contain 25 laptops each.
- A member of the Academic team will be in charge of the trolley.
- If a student requires access to a PE Device, they must meet the PY Academic Administrator in Reception before class – between 8:30am and 8:50am.
- The PY Academic Administrator will unlock the trolley and allocate a laptop to the student.
- The **Equipment Sign-Out Form** must be completed as follows:

PY Academic Administrator to complete the following:

- Equipment ID number
- Room number / name
- Teacher name
- Time out

Student to complete the following:

- Student ID
 - Student Name
 - Sign that they have borrowed the PE device
 - Present photo ID on borrowing (e.g. driver's license, passport, university ID card etc.)
- Students must return the borrowed device during the afternoon break on the same day directly to the PY Academic Administrator.
 - PY Academic Administrator to sign the Equipment Sign Out Form that the device has been returned.
 - Once all PE devices have been returned, Academic Administrator to do a stock take of the PE Device Trolley to ensure that all devices are accounted for, then lock the trolley for the night.

Note: If the PY Academic Administrator is not available on a particular workday (e.g. weekends), then an alternative PE staff member must be assigned to be responsible for the PE Device Trolleys in each office.

Equipment Sign-Out Form

Day: _____ Date: _____

I hereby certify that my name and student ID are correct. I understand that by signing out the equipment, I assume responsibility for its condition, and will accept any changes that go towards replacement or repair in the event that the equipment is lost or damaged.

Note: All equipment must be returned by 3:45pm today

Equipment ID Number	Classroom	Teacher	Time Out	Student ID	Student Name	Time In	Staff Initials

Sample