

# Bring Your Own Device (BYOD) Policy and Procedure

<b>Policy and Procedure Name</b>	Bring Your Own Device (BYOD) Policy and Procedure
<b>Version</b>	2.1
<b>Approved By</b>	Compliance Manager
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## 1. Purpose and Scope

This policy is to ensure that students are aware of their responsibilities regarding Bring Your Own Device (BYOD) to classes at Performance Education (PE). The policy and procedure applies to Professional Year students studying at PE Sydney, Brisbane, Melbourne, and Adelaide campuses.

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.

The objectives of the BYOD policy are:

- 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 achieve objective 1)
- 3) to enable students to use technology to further their learning independently and in structured lessons
- 4) to consider the environment and reduce wastage of paper resources

## 2. Abbreviations/Definitions

<b>BYOD</b>	Bring your Own Device- devices acceptable are tablets, iPad, or laptops. This does not refer to mobile phones.
<b>ACS</b>	Australian Computer Society
<b>Accounting PYP</b>	Accounting Professional Year Program
<b>PE</b>	Performance Education, a trading name applied by Gradability Pty Ltd
<b>PY</b>	Professional Year

## 3. Policy

### 3.1 Students:

- 3.1.1. All students are expected to bring a fully charged computing device to campus on a class day, with an Australian charger. Power supplies in campuses do not support non-Australian devices, connections, or power usage.
- 3.1.2. This device must meet the minimum specifications as set out in **Appendix 1**.
- 3.1.3. Students must follow trainers' directions as to appropriate use of their devices in classes. Students' devices must be used for PE Professional Year study related activities while on campus and inclass.
- 3.1.4. 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
- 3.1.5. Students can connect a single 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, whilst on campus, with the exception of personal hotspots. Students must not bridge the PE designated network to any other network.
- 3.1.6. Students should consider whether their device requires insurance and whether specific accidental loss and breakage insurance is appropriate for their device.
- 3.1.7. 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.
- 3.1.8. Students should not use the PE network for downloading software, games, movies or any other data not related to current PY studies. Failure to comply negatively impacts the network performance, impacting other students and trainers.

### 3.2 Trainers:

- 3.2.1. Trainers should encourage and facilitate the use of students' devices in their classes where it meets the requirements of the curriculum.
- 3.2.2. Student's device usage is strictly educational and will be supervised by trainers. Trainers have the right to request a student leave the class or have their attendance amended if found to be using their device for anything other than educational purposes related to their present Professional Year subject.

### 3.3 Performance Education:

- 3.3.1. PE will provide a wireless best-effort network, with filtered internet connection to which students may connect their BYOD program device.
- 3.3.2. PE will provide support to assist students with first bringing their device to PE and establishing network connectivity with the BYOD program device.
- 3.3.3. For the avoidance of doubt, PE will not be responsible for any loss, theft, damage, maintenance, or repair to:
- the device
  - data stored on the device while the device is at PE, absolutely, due to negligence or otherwise.

through any act or omission resulting from the negligence or otherwise of PE, a member of PE staff or of another student.

### 3.4 Acceptable equipment & communication system use

3.4.1 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. Students should avoid bringing peripheral device equipment to PE with the device. Peripheral equipment includes:

- a) Docking cradles, with the exception of a docking cradle that includes a keyboard integrated into the peripheral
- b) External pointing devices, such as computer mouse's
- c) Adapters for the connection of video output or data transfer

3.4.2 Students are to connect their device to the designated wireless network or personal hotspots only.

3.4.3 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.

3.4.4 Students must ensure devices are **fully charged** prior to commencing class. Multiple device charging facilities are not provided.

### 3.5 Exceptional circumstances

3.5.1 In the event of a large-scale emergency, PE may need to seek approval from the governing bodies to conduct classes online as an interim measure. Once approved, PE will liaise with program providers and trainers as swiftly as possible to continue the management of classes online where possible. Examples of such circumstances are, but not limited to; lockdown procedures that are unavoidable and at the request of authorities, government restrictions due to declaration of a pandemic or dangerous outbreak, situations that have potential to cause risk of harm on a large scale.

3.5.2 Should the above situations occur, PE will advise students via email of the precautions, activities and requirements needed to complete studies online. In every instance PE will provide the platform, passcodes and permissions needed for students to re-commence their studies online.

3.5.3 Should online participation need to occur, students must:

- a) be in a safe, quiet space, without interruption.
- b) ensure they are present for the duration of the day and attending on their day and allocated class only.
- c) follow all log in instructions and details
- d) participate actively throughout the webinar classes
- e) Contribute to the learning environment actively

3.5.4 Students must not log in from a phone and/or be completing other tasks while attending an online class. Any student found to be in breach of the above participation requirements, the student code of conduct or participate in fraudulent activity such as, but not limited to, having someone else log in and attend on their behalf, will have their attendance voided and put their position in the Professional Year Program at risk.

### 3.6 Intellectual Property and Copyright

Users will:

3.6.1 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.

### **3.7 Ethical Behaviour**

Users will:

3.7.1 Not attempt to gain unauthorised access to the PE computer network or go beyond their authorised access.

3.7.2 Not use obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language in public or private messages.

3.7.3 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.

3.7.4 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.

3.7.5 Not use the PE wireless network to access gaming or gambling sites, or material that is profane, obscene, pornographic, or paedophilic, that promotes illegal acts, or that advocates violence or discrimination.

3.7.6 Not use the PE wireless network to send inappropriate emails including email chain letters.

## **4. Related Documents and references**

- Performance Education Terms and Conditions
- Performance Education Student Code of Conduct
- Performance Education Attendance Policy

# Appendix 1

## BYOD- Device Specifications

### Required Specifications:

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

<b>Web browser</b>	Any modern web browser.
<b>Word Processor</b>	Microsoft Office Word
<b>Presentation</b>	Microsoft Office PowerPoint
<b>Wireless Compatibility</b>	Device must have <b>5GHz</b> support
<b>Security Software</b>	<ul style="list-style-type: none"> <li>Windows 10 laptops should run: Microsoft Security Essentials</li> <li>MacOS X laptops should run: ClamXav 2 Sentry</li> </ul>

### Recommended Hardware Specification:

<b>Form Factor</b>	Laptop, tablet device or convertible device
<b>Physical Dimensions</b>	Minimum Screen Size: 9.7" Maximum Screen Size: 15.6"
<b>Operating System</b>	<ul style="list-style-type: none"> <li>Microsoft Windows 10</li> <li>Apple MacOS X 10.8 or newer</li> <li>Apple iOS 6 or newer</li> </ul>
<b>Battery Life</b>	Ideal battery life of <b>ten hours</b>

### Additional Considerations:

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

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