



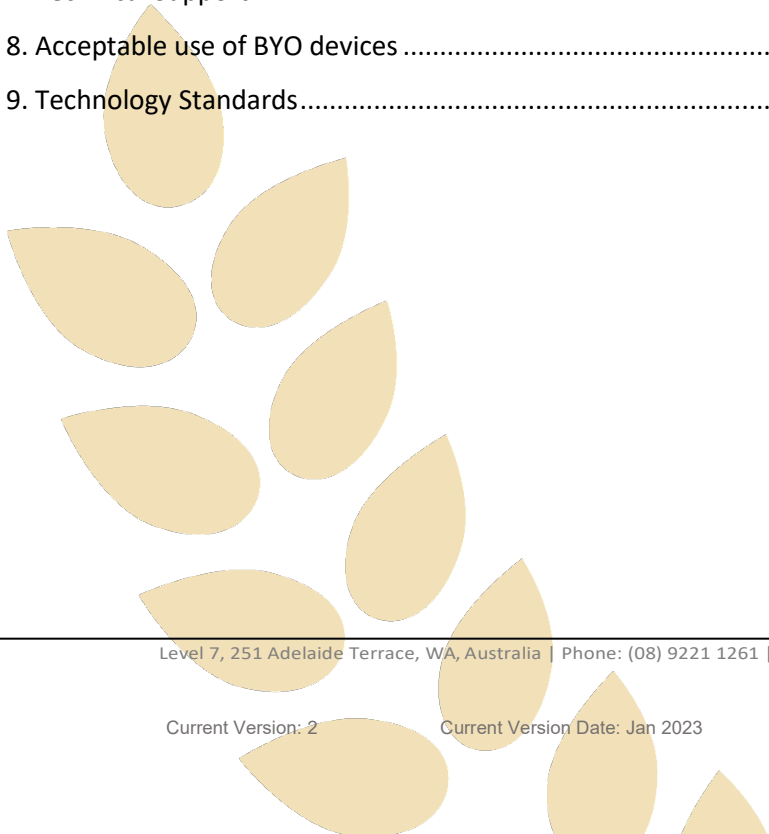
KEYSTONE COLLEGE
OF BUSINESS & TECHNOLOGY

STUDENTS BRING YOUR OWN DEVICE POLICY

Students Bring Your Own Device Policy

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Policy Statement

1. Introduction

Keystone College of Business & Technology is committed to supporting student learning experiences within a highly functioning environment. Our classrooms are reliant on a range of leading-edge technologies from devices to cloud services. The BYOD policy outlines the rights and responsibilities of students to bring, use and connect their own devices to college networks for use in their coursework at Keystone College of Business & Technology.

This Policy includes

1. Key Principles
2. BYOD Agreement
3. Costs
4. Students Responsibilities
5. Damage & Loss
6. Technical Support
7. Acceptable Use
8. Technology Standards

The success of our BYOD program is reliant on collaborative practices involving students and trainers. This document outlines guidelines for all stakeholders to understand and implement so that everyone can become fully engaged in an exciting journey of exploring new frontiers in teaching and learning in the 21st Century.

2. Key Principles

- 2.1 The term “device” in this policy refers to any personal mobile electronic device with the capability to connect to the colleges Wi-Fi network.
- 2.2 Use of devices at Keystone College of Business & Technology will be governed by IT policy, BYOD policy and the needs of the college.
- 2.3 Internet access will be provided through the wireless networks at no cost to students enrolled at Keystone College of Business & Technology.



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- 2.4 Students are responsible for the care and maintenance of their devices including data protection and battery charging.
- 2.5 The College will not accept any liability for the theft, damage or loss of any student's device. Students who bring their own devices onto the college site do so at their own risk.
- 2.6 Keystone College of Business & Technology is not obliged to provide hardware or technical support for devices.
- 2.7 Where the college has reasonable grounds to suspect that a device contains data which breaches the BYOD Agreement, 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 college disciplinary action whichever is appropriate.

3. Student BYOD Agreement

- 3.1 Prior to connecting their devices to the network, students must complete the "Acceptance Agreement".
- 3.2 It is important to ensure that students are aware of and agree to their obligations under the Student Bring Your Own Device (BYOD) Policy and relevant policies, prior to using their own device on the Keystone College of Business & Technology Wi-Fi network. The BYOD student responsibilities will be explained during student orientation session.
- 3.3 By accepting the terms, the student acknowledge that they agree to comply with the conditions of the Student BYOD Policy. Understand that non-compliance may result in the student being subject to college disciplinary action.
- 3.5 Student BYOD agreements will be retained in electronic form for future access as required.

4. Cost

- 4.1 Internet access through Keystone College of Business & Technology's network will be provided at no cost to students.
- 4.2 Access to course resources will be provided through the Learning Management System and other published portals. (<http://kcbt.edu.au/students/e-learning/>)
- 4.3 A large selection of Licenced software will be made available for student use whilst at Keystone College of Business & Technology, (As per training package requirements or accredited course requirements).

5. Student Responsibilities

- 5.1 Students are solely responsible for the care and maintenance of their BYO devices.



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- 5.2 Students are responsible for managing the battery life of their device and acknowledge that the college is not responsible for charging their devices. Students should ensure that their devices are fully charged before bringing them to college.
- 5.3 Students are responsible for taking insurance coverage of their own device to protect any accidental damage, theft or loss.
- 5.4 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.
- 5.5 Students should not attach any college-owned equipment to their mobile devices without the permission of the trainer or Academic Coordinator.
- 5.6 Students are responsible for securing and protecting their device in colleges. This includes protective/carry cases and exercising common sense when storing the device. Keystone College of Business & Technology is not required to provide designated or secure storage locations.
- 5.7 Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.

6. Damage and loss

- 6.1 Students to bring their devices onto the college site at their own risk.
- 6.2 In cases of malicious damage or theft of another student's device, processes for damage to college or another student's property apply. The 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 the college's premises unless the device was under the direct control of a staff member.
- 6.3 Under no circumstances should devices be left in unsupervised areas (including, but not limited to, 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 Director of Marketing office.

7. Technical Support

- 7.1 Keystone College of Business & Technology Staff are under no obligation to provide any technical support on either hardware or software.
- 7.2 As part of the BYOD Program, Keystone College of Business & Technology will offer technical support that will assist in helping students with connecting to the 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.



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8. Acceptable use of BYO devices

- 8.1 Using the Keystone College of Business & Technology 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.
- 8.2 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 Keystone College of Business & Technology.
- 8.3 Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
- 8.4 Mobile phone voice and text, SMS messaging or device instant messaging use by students during the college hours is prohibited during class time.
- 8.5 Students must not take photos or make video or audio recordings of any individual or group without the express permission of each individual being recorded and the permission of an appropriate staff member.
- 8.6 The principal retains the right to determine what is, and is not, appropriate use of BYODs device at the college within the bounds of WA privacy and other legislation.
- 8.7 The consequences of any breaches of this policy will be determined by the principal, in accordance with the college's welfare and discipline policies.

9. Technology Standards

- 9.1 Student BYOD device must meet the following technology standards for maximum efficiency of use on college campus:
 - 9.1.1 The wireless network installed at Keystone College of Business & Technology operates on both the 2.4 Ghz and 5 Ghz range.
 - 9.1.2 The battery life of the device should be capable of lasting 5 hours minimum of constant use without charge.
 - 9.1.3 Device must meet current operating system requirements (minimum windows 10 or above)
 - 9.1.4 MacBooks, Chromebooks, iPads and other similar tablet-style devices are not recommended, as these may not be entirely compatible with the applications and tools that some units require.
 - 9.1.5 Device hardware specifications must meet the minimum (ideally the recommended) specifications of the operating system and all applications as shown on the table below:



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| Recommended Systems Requirements | |
|----------------------------------|--|
| Operating System | 64-bit Microsoft® Windows® 10 or Windows® 11 (MacOS and ChromeOS not supported) |
| Memory | Advanced Diploma of Civil Construction Design - Minimum 8GB RAM (16GB recommended) All other qualifications – Minimum 8GB RAM |
| Disk Space | Minimum 120GB free disk space |
| Software | Antivirus/ malware protection Microsoft® Office Suite – Access to Office 365 (cloud- based) will be provided by KCBT |
| Camera | Integrated or external |
| Microphone | Integrated or external |
| Speakers | Integrated or external |
| Pointing Device | MS-Mouse or similar |

