

STUDENT BRING YOUR OWN DEVICE (BYOD) POLICY

1. Purpose and Objectives

- 1.1 The purpose of this policy is to set out the minimum requirements of BYOD devices to access Le Cordon Bleu Australia's (LCBA) IT services, data, and networks, and to define LCBA's BYOD support arrangements.
- 1.2 The objective of this policy is to provide greater flexibility and mobility to students in accessing LCBA's IT services, data, and networks and enhance their learning experience.

2. Scope

- 2.1 This policy applies to all students duly authorised to access LCBA's IT services, data, and networks.

3. Legislative Context

- Higher Education Standards Framework (Threshold Standards) 2021
- Standards for RTOs 2015
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

4. Policy Statement

- 4.1 LCBA recognises the benefits of the use of BYOD devices for student participation and progression in their chosen course of study at LCBA.
- 4.2 Enrolled students are authorised to bring their own device to access LCBA's IT services, data, and networks.

5. Policy

- 5.1 Access to learning materials, assessments and LCBA communications requires students to have daily access to a desktop, laptop or mobile device.
- 5.2 A suite of IT services, data, and networks are made available to students on campus via LCBA platforms.
- 5.3 Access to devices with suitable software is provided to students at computer labs located on each campus.
- 5.4 BYOD devices should be appropriate to the user's skill level and enable participation in learning activities and completion of assessments.
 - 5.4.1 While mobile devices such as tablets, iPads and smartphones enable access to most of online course content, communication, and learning experiences, mobile devices alone are insufficient to participate in a course.
 - 5.4.2 Students enrolled in a course with a work placement component, which might be interstate, in metropolitan or rural areas, are strongly recommended to consider acquiring a personal laptop or desktop computer.
 - 5.4.3 Students studying in online mode will need the use of a laptop or desktop computer.

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- 5.5 BYOD devices must:
- 5.5.1 have a current manufacturer-supported licensed operating system running either Windows, MacOS, or Android, with a recent system update available for that operating system;
 - 5.5.2 have the capacity to run a modern up-to-date browser (Edge, Firefox, Safari, or Chrome);
 - 5.5.3 have the capacity to run Office 365;
 - 5.5.4 be equipped with a webcam and headset with microphone;
 - 5.5.5 have current wireless capability and support the campus network security requirements; and
 - 5.5.6 be free from malicious software, whether installed with or without the student's knowledge.
- 5.6 LCBA (or their delivery partners) may deny access to IT services, data, and/or networks where the device does not meet the minimum requirements specified in section 5.5.
- 5.7 LCBA's IT helpdesk provides general IT support to BYOD users on a best-effort basis.
- 5.7.1 Technical advice is provided for LCBA's IT services and networks.
 - 5.7.2 Students must contact IT campus support for campus-specific IT services, data, and networks, including hardware and software issues relating to the use of campus computer labs.

6. Roles and Responsibilities

Roles	Responsibilities
Student	Ensure BYOD device meet minimum requirements
IT helpdesk	Provide general IT advice for BYOD devices and technical advice on LCBA's IT services, data, and networks as required

7. Definitions

'Acceptable device' refers to a BYOD device that satisfies minimum requirements and that is deemed sufficient to access LCBA's IT systems, data, and networks.

'Bring Your Own Device' (BYOD) refers to the use of any electronic device not owned or leased by LCBA or its Co-Delivery Partners, and which is capable of storing data and accessing LCBA's IT services, data, and networks. This includes, but is not limited to, mobile phones, smartphones, tablets, laptops, notebooks, and portable storage devices.

'Minimum requirements' refers to hardware, software, and general operations system specifications that a BYOD device must satisfy to qualify as an acceptable device.

Other applicable definitions may be found in LCBA's Glossary of Policy Terms on the LCBA website.

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8. Related Documents

- Technology-Enhanced Learning Policy
- Learning Support Policy
- Third-Party Delivery Policy

9. Implementation

- 9.1 The Registrar is responsible for ensuring that future major changes to this policy will be accompanied by a completed Implementation Plan and presented with the policy to the Corporate Board.
- 9.2 The Implementation Plan will include a Communication Strategy that identifies key stakeholders and the requirements for effectively implementing and monitoring this policy.

10. Summary of changes since last review

Authored by	Description
Registrar	New Policy