

## Computer and bring your own device (BYOD) Policy and Procedure

<b>Document Name</b>	<b>Computer and Bring your own device (BYOD) Policy</b>		
<b>Approved by</b>	PEO	<b>Date</b>	09/12/19
<b>Responsible Officer</b>	<b>Director of Studies</b>		
<b>This policy is used by</b>	<b>ECA College and APIC Foundation</b> (RTO Code 45012; CRICOS Provider Code 02644C) <b>Australasian College of Care Leadership and Management</b> (RTO Code 40829, CRICOS Provider Code 03637E) <b>ECA Graduate Institute</b> (RTO Code 91423)		
<b>Related Documents</b>	Student Handbook		
<b>References and Legislation</b>	Standards for Registered Training Organisations (RTOs) 2015 National Vocational Education and Training Regulator Act 2011		
<b>Version</b>	<b>Change description</b>	<b>Approved</b>	<b>Effective Date</b>
v19.0	New Policy	PEO	09/12/19

### 1. Purpose

- This policy provides conditions for the use of ECA Group Computer Labs and student personally owned notebooks, smart phones, tablets and /or other types of mobile devices for learning purposes. All students who use or access ECA Group's technology equipment and/or services are bound by the conditions of this Policy.

### 2. Scope

This policy applies to international and domestic student (potential or actual) who are enrolled in Education Centre of Australia Pty Ltd (ECA Group) educational institutions including ECA Graduate Institute (EGI), ECA College (ECAC) and Australasian College of Care Leadership and Management (ACCLM). ECA Group conducts training and assessment against the competency standards in a Training Package and accordance with the Principles of Assessment, and the Rules of Evidence.

### 3. Definitions

Item	Definition
<b>BYOD</b>	Bring your own device
<b>Computer lab</b>	Dedicated room providing ECA Group students with access to computers, internet and printers, Microsoft office and other software and programs.
<b>IT requirements</b>	Hardware or software a student needs to be able to successfully undertake and complete their learning and assessment work.
<b>Technology literacy</b>	The ability of an individual to responsibly, appropriately and effectively use technology tools, systems and hardware, to access, manage, integrate, evaluate, create and communicate information.

#### **4. Policy**

- 4.1 All domestic students studying online must have access to a computer with a current web browser, email address, the software capability to submit work as Microsoft Word (.doc or .docx) documents, and access to the Internet preferably using high-speed NBN, ADSL, Cable or similar.
- 4.2 All on campus students may bring their own personal mobile device / laptop for the purpose of completing work in class or use the ECA Group computer labs to complete work in their own time.
- 4.3 This policy must be followed when using ECA Group computer lab facilities:
- ECA Group computer lab facilities are provided for the use by enrolled ECA Group students and staff
  - Other persons may be allowed to use ECA Group computer lab facilities at the discretion of the Head of College
  - Students must keep noise levels to a minimum and refrain from loud conversation
  - The misuse of computer lab facilities, removal of material or equipment without permission, or unauthorised access through a computer network is not allowed
  - Interruption to any ECA Group service is not allowed through the student's use of their computer
  - Storing or transmitting offensive materials on any College computer system is not allowed
  - Consumption of food or drink in labs is not allowed
  - Installation of any software, games or any other material on any computer system is not allowed
  - Changing the settings of College computer systems is not allowed
  - Internet service is provided only for educational purposes. Any other use of Internet service is not allowed, including downloads
  - Watching movies and playing games on College computer systems during class hours is not allowed
  - ECA Group Colleges hold full rights to refuse any student access to an ECA Group computer lab.
  - Internet service may be restricted to students during any time
  - Disciplinary action will be taken against those students who fail to comply with these regulations.
- 4.4 Students using their own personal mobile devices for learning purposes must comply with the above requirements in addition to the following:
- Mobile computer devices must never be left unattended in a public place or classroom. Wherever possible they should be kept on the person or securely locked away.

#### **5. Procedure**

- 5.1. The following personally owned mobile devices are approved to be used for learning purposes:
- Notebooks
  - Laptops
  - Smart phones
  - Tablets
- 5.2. Each student who utilises personal mobile devices during their ECA Group course agrees:
- Not to use the registered mobile device as the sole repository for Education Centre of Australia's information. All business information stored on mobile devices should be backed up.
  - To make every reasonable effort to ensure that ECA Group's information is not compromised using mobile equipment in a public place. Screens displaying sensitive or critical information should not be seen by unauthorised persons and all registered devices should be password protected.
  - To maintain the device with the latest available operating system and current security software.
  - Not to share the device with other individuals to protect the business data access through the device.
  - To abide by ECA Group's internet policy for appropriate use and access of internet sites etc.
  - Not to connect USB memory sticks from an untrusted or unknown source.

**6. Indemnity**

ECA Group bears no responsibility whatsoever for any legal action threatened or started due to conduct and activities of student in accessing or using these resources or facilities. All students indemnify ECA Group against any and all damages, costs and expenses suffered by ECA Group arising out of any unlawful or improper conduct and activity, and in respect of any action, settlement or compromise, or any statutory infringement. Legal prosecution following a breach of these conditions may result independently from any action by ECA Group.

**7. Review and Continuous Improvement**

The ECA Group is committed to ongoing monitoring and improvement of its policies and procedures, and to this end has an integrated strategy including:

- The ECA Group Management Team conduct reviews of the Policy and Procedures when a possible problem to be addressed is raised that has not been factored into the existing policy and/or procedure. This will then be referred to the General Manager; Quality Assurance updates the policy and seeks approval from the PEO.