

1) Does a learner have their own device for their enrolment?

Yes No

If yes, skip to question 3 unless the learner wants to purchase a new device from Avante Education, otherwise, if no please answer the next question.

2) Will the learner be purchasing a TECHkit from Avante Education?

Yes No

If no, the learner will need to purchase a device and show evidence of a receipt on induction, otherwise bring in the device on induction so another BYOD Minimum Requirements Assessment can be made.

If yes, the learner will be invoiced the cost of the TECHkit of \$480 and this payment must be made in line with the Schedule of Fees.

Information on the TECHkit can be found in our information pack at avante.edu.au/enrol/infomationpack

3) Does the learner have a google account or gmail?

Yes No

If no, the learner will need to make a google account at the following link <https://accounts.google.com/signup> Once this is done, please complete the Email Minimum Requirements Checklist.

Device Minimum Requirements	Yes / No
Device is a Tablet or Laptop	<input type="checkbox"/> Yes <input type="checkbox"/> No
Device is owned by the student or device is owned for the entire duration of the enrolment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Learner has access to the device for the entire duration of the enrolment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Device has a wireless card to access the internet wirelessly	<input type="checkbox"/> Yes <input type="checkbox"/> No
Device is able to install the following operating systems 1) Mac OSX 2) Windows 7, 8, Vista or 10 3) iOS or Android	<input type="checkbox"/> Yes <input type="checkbox"/> No
Learner has admin privileges on device to change any system properties including eg) install applications and/or extensions required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Device is no more than 8 years old	<input type="checkbox"/> Yes <input type="checkbox"/> No
The learner's device has met all the minimum requirements above	<input type="checkbox"/> Yes <input type="checkbox"/> No

Email Minimum Requirements	Yes / No
Email account is completely owned by the learner	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email password is able to be reset in case the password has been forgotten	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email account is attached to a Google Account to access Avante Education's Google Services	<input type="checkbox"/> Yes <input type="checkbox"/> No
The learner's email has met all the minimum requirements above	<input type="checkbox"/> Yes <input type="checkbox"/> No

Conditions of Use Agreement

The Conditions of Use Agreement document outlines the conditions of use and is guided by the BYOD Policy at Avante Education

The BYOD Policy is referenced here in the Avante Education information pack.

www.avante.edu.au/enrol/informationpack

Cost of TECHkit

The cost of the Avante Education kit which includes the device that complies with the BYOD Policy is a total of \$480

Device Support

Devices must be presented to IT for proper job provisioning and configuration of standard apps, such as browsers, office productivity software and security tools, before they can access the network.

If any connectivity issues are encountered by the device, please contact Avante Education support at it.support@avante.edu.au.

Student's are to contact the device manufacturer or their carrier for operating system or hardware-related issues.

Acceptable Use

Avante Education defines acceptable device use as activities that directly or indirectly support the student's enrolment.

Student's are blocked from accessing certain websites during class time while connected to the Avante Education student network at the discretion of Avante Education. Such websites include, but are not limited to...

- Facebook.com
- Instagram.com
- Twitter.com
- Snapchat.com
- Spotify.com
- Soundcloud.com

Devices' camera and/or video capabilities **ARE NOT** to be used to record anything on premises that are not directly related to the students enrolment as directed by their trainer.

Devices may not be used on premises to:

- Store or transmit illicit materials
- Store or transmit proprietary information belonging to Avante Education
- Harass other students or staff members at Avante Education

Avante Education has a zero-tolerance policy for texting or emailing while driving and only hands-free talking while driving is permitted.

Security

In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password.

The company's **strong password policy** is that passwords must be at least six characters and a combination of upper- and lower-case letters, numbers and symbols.

The device must lock itself with a password or PIN if it's idle for five minutes.

Rooted (Android) or Jailbroken (iOS) devices are strictly forbidden from accessing the network. At no time can a student share the student network wifi password with anyone. Student can ask for the wifi network password from an Avante Education staff member.

Risk, Liabilities, Disclaimers

It is the student's responsibility to take care of their device and personal data from being lost in the event of the device being damaged, stolen or due to software damage from virus or data corruption, with additional precautions, such as backing up email, contacts, etc.

Avante Education reserves the right to disconnect devices or disable services without notification.

Lost or stolen devices must be reported to the company within 24 hours. Students are responsible for notifying their mobile carrier immediately upon loss of a device.

The student is expected to use his or her devices in an ethical manner at all times and adhere to the company's acceptable use policy as outlined above.

The student is personally liable for all costs associated with his or her device.

The student assumes full liability for risks including, but not limited to, the partial or complete loss of company and personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

Avante Education reserves the right to take appropriate disciplinary action up to and including termination of studies for noncompliance with this policy.

Allowing another student to borrow your device is completely at your own risk and Avante Education holds no liability in the event of situations arising similar to events highlighted above.

On-Campus Device Borrowing

Avante Education has a number of devices on campus in the event a student needs to borrow a device.

Avante Education holds no guarantee that a device for borrow will be available on request by a student.

Any damage made to the device on the time of borrowing will be assessed and will be made payable by the student once a quote has been provided by our suppliers.

A company device borrowing register needs to be maintained and students will need to sign in and out on each use our company devices.

The borrowed device will not be allowed to leave campus and must be returned to the administration office at the end of each training delivery.

Device Punctuality

Avante Education requires a student device to be present with them for the entire duration of the course and for every training delivery within that course duration.

Avante Education requires that the approved device on enrolment is the only device used for the student's enrolment and no other devices are used unless approved by administration

Student's who continually fail to bring in their device more than 3 times in any term of study can be denied entry into the building, unless in special circumstances.

Learner's continuing to not follow the Conditions of Use outlined above and are unable to provide a device consistently and do not meet any of the special circumstances in the BYOD Policy will be suspended from activities at Avante Education.

If you feel that your situation has been unfairly assessed in regards to the BYOD Policy then please contact student.admin@avante.edu.au. Special directions on how to appeal decision at Avante Education are highlighted in the BYOD Policy.