

1. Aim

Avante Education's BYOD policy is committed to ensuring that each learner has the ability to follow along with studies at Avante Education with the help of a digital device, for the entire duration of their course. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing students access to technology is essential for the future of Avante Education's progressive training model and for student's future employability skills. This device will ensure adequate access to all the resources provided in digital format for either training and/or assessing and for online services provided by Avante Education.

2. Purpose

The purpose of the BYOD policy is to outline how Avante Education will determine a student's device as adequate for their studies, what device options are allowed, and how to go about purchasing these devices if necessary, in accordance with the aims of this Policy and guiding principles. The individual use of digital devices is a way to empower students to maximize their full potential and to prepare them for further studies and the modern workplace.

3. Scope

The scope of this policy is relevant to prospective and current learners (both Victorian government subsidised and fee for service), employers, stakeholders and Avante Education staff associated in the determination, administration, purchasing and use of a student's digital device when commencing and/or progressing through their course. Individual roles are further defined in clause 7. Avante Education Responsibilities. The information within this document apply to all devices used at Avante Education by students including any other device considered by the administration to come under this policy.

4. Policy Statement

It is a requirement of this policy to ensure that device requirements are determined based on the Avante Education obligations under the Guidelines about Fees, the VET Funding Contract and SRTOs 2015 and that device requirements and conditions are provided or directed to individuals prior to enrolment. Furthermore, the conditions in which a device is purchased from Avante Education to a student, must satisfy the requirements of the Australian Consumer Law, the VET Funding Contract and SRTOs 2015 which form the aims of this policy and guiding principles.

5. Definitions

Device is used for the term 'digital device'; an electronic device that can receive, store, process or send digital information.

Device Minimum Requirements is the minimum requirements Avante Education deems a device needs to be to satisfactorily complete the requirements of the course.

Special circumstances are generally those beyond the control of the learner and which have an impact upon the learner's course progress or wellbeing. These could include, but are not limited to:

- Serious illness or injury, where a medical certificate states that the learner was unable to attend classes.
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).
- Major political upheaval or natural disaster at the home and has impacted on the learner's studies.
- A traumatic experience that has impacted on the learner which could include involvement in, or witnessing of a serious accident or witnessing or being the victim of a serious crime. Such cases supported by police or psychologists' reports.

Operating System An operating system (OS) is system software that manages computer hardware, software resources, and provides common services for computer programs.

Mac OSX An operating system that is created by Apple, for use on Apple laptops and desktops

Windows 7, 8, Vista or 10 An range of operating systems designed by IBM, for use on PC laptops and desktops

iOS An operating system that is designed by Apple, for use on iOS devices such Apple iPhone's and Tablets

Android An operating system that is designed by Google, for use on Android devices such as non-apple Mobile devices and tablets.

Software the programs and other operating information used by a computer

Hardware is used to define 'Computer Hardware' which includes the physical parts of a device, such as the case, central processing unit (CPU), monitor, keyboard, computer data storage, graphics card, sound card, speakers and motherboard.

Password A string of computer keyboard characters that allows access to a computer system.

Email Account An Email Account acts as a virtual address for Email Messages. It is provided to you by your Email Account Provider and allows you to send and receive messages digitally between you and Avante Education

Wireless Card or wireless network interface controller is a network interface controller which connects to a wireless radio-based computer network, rather than a wired network

Administrative privileges is a mandatory device user privilege on the student device account in which it gives the ability to make major changes to a system, typically an operating system.

Training Delivery is a training session in any format that is between trainer and student for a scheduled timeframe

Google Account is the Avante Education nominated cloud service provider for the purposes of delivering google services to students.

Rooted (Android) or Jailbroken (iOS) is a term used to define a device as being unlawfully unlocked by bypassing the manufacturer or carrier's operating system.

Mobile Carrier a cell phone companies that provides cellular service to cell phone/tablets users

Induction Date is the date a student is required to attend class for an 'induction day', before their first official day of study. Induction days prepare the student for their course and go over all requirements to undertake study successfully.

6. Policy Principles

Guiding Principles

Avante Education have identified the following moving parts as the guiding principles which forms the Student BYOD policy

- 6.01 Notification of BYOD requirements and cost
- 6.02 Device Minimum Requirements
- 6.03 Email Minimum Requirements
- 6.04 Purchasing Requirements
- 6.05 Device Support
- 6.06 Acceptable Use
- 6.07 Security
- 6.08 Risk, Liabilities, Disclaimers
- 6.09 Device Borrowing
- 6.10 Device Punctuality

6.01 Notification of BYOD requirements and cost

- a) It is a requirement of this policy that device requirements and cost are advised to prospective learners prior to enrolment.
- b) In support of clause 6.01(a) Avante Education must be satisfied that the prospective learner was provided a hardcopy or referred to an electronic copy of the BYOD policy prior to enrolment.
- c) Sufficient evidence must be available upon request in relations to the requirements outlined in clause 6.01(b).
- d) It is a requirement of this policy, that the BYOD Policy is made publicly available.
- e) Avante Education must ensure that prior to enrolment, the prospective learner is provided or directed to information containing the following:
 - The minimum requirements for a device used for training
 - Payment terms and conditions if the student does not meet the minimum device requirements

6.02 Device Minimum Requirements

- a) Device is a Tablet and/or Laptop or is able to install operating systems define is 6.02 (b)
- b) Device is owned by the student
- c) Device is owned for the entire duration of the enrolment and student to have access to the device for the entire duration of the enrolment
- d) Device must have one of the operating systems in the following list
 - 1) Mac OSX
 - 2) Windows 7, 8, Vista or 10
 - 3) iOS or Android
- e) Have a wireless card to access the internet wirelessly
- f) Admin privileges to change any system properties including; install applications and or extensions required for their enrolment (eg. Printer Drivers)

- g) Device is no more than 8 years old

6.03 Email Minimum Requirements

- a) Email account is completely owned by the student
b) Email password is able to be reset in case the password has been forgotten
c) Email account is attached to a Google Account to access Avante Education's Google Services
d) Email meets all the above conditions before course induction date

6.04 Purchasing Requirements

- e) If a student is required to purchase a device for study, this device must be fully purchased before commencement of class as highlighted on the Statement of Fees
f) In the event the Statement of Fees is provided electronically, Avante Education must be satisfied that the electronic versions include the following minimum requirements:
- All the requirements specified in clause 6.03 (b)
 - Each prospective learner can clearly determine the fees relevant to their specific enrolment
 - The information is easy to find and easy for the prospective learner to understand
 - Prospective learner can print or email to themselves a document confirming their details and relevant fees for

6.05 Device Support

- a) Connectivity issues are supported by Avante Education at it.support@avante.edu.au
b) Student's are to contact the device manufacturer or their carrier for operating system or hardware-related issues.
c) 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.

6.06 Acceptable Use

- a) Avante Education defines acceptable device use as activities that directly or indirectly support the student's enrolment.
b) 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 |
- c) 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.
d) Devices may not be used on premises to:

Student BYOD (Bring Your Own Device) Policy

- Store or transmit illicit materials
 - Store or transmit proprietary information belonging to Avante Education
 - Harass other students or staff members at Avante Education
- e) Avante Education has a zero-tolerance policy for texting or emailing while driving and only hands-free talking while driving is permitted.

6.07 Security

- a) 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:
 - Passwords must be at least six characters and a combination of upper- and lower-case letters, numbers and symbols.
- b) The device must lock itself with a password or PIN if it's idle for five minutes.
- c) Rooted (Android) or Jailbroken (iOS) devices are strictly forbidden from accessing the network.
- d) 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.

6.08 Risk, Liabilities, Disclaimers

- a) 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.
- b) Avante Education reserves the right to disconnect devices or disable services without notification.
- c) 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.
- d) 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.
- e) The student is personally liable for all costs associated with his or her device.
- f) 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.
- g) Avante Education reserves the right to take appropriate disciplinary action up to and including termination of studies for noncompliance with this policy.
- h) 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 6.08 (f).

6.09 Device Borrowing

- a) Avante Education has a number of devices on campus in the event a student needs to borrow a device.
- b) Avante Education holds no guarantee that a device for borrow will be available on request by a student.

Student BYOD (Bring Your Own Device) Policy

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

6.10 Device Punctuality

- i. 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.
- ii. 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
- iii. 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.
- iv. A process needs to be put in place for students continuing to not follow the BYOD policy and actions to take in the event a student is unable to provide a device consistently.