

Bring Your Own Device (BYOD) Policy

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Applies From:	Immediately		

Major changes/additions since the last version was approved are indicated by a vertical line in the left-hand margin.

1 Introduction

1.1 Purpose

The purpose of this policy is to outline the practice and processes relating to learners who bring their own 'device' (hereafter referred to as BYOD).

1.2 Scope and Application

- a This policy applies to all learners and potential learners.
- b BYOD 'device' may include but is not limited to technological devices such as laptops, tablets, phones, and other smart devices.

1.3 Formal Delegations

There are no formal delegations associated with this policy.

1.4 Definitions

- a BYOD – Bring your own device

All policies on the InfoWeb are the current version. Please check date of this hard copy before proceeding.

Related Ara Procedures <ul style="list-style-type: none"> • 	Related Ara Policies <ul style="list-style-type: none"> • APP203 Ara Academic Committee Membership and Terms of Reference • APP301 Learner Rights and Responsibilities • CPP105a Code of Conduct for ICT Users
Related Legislation or Other Documentation <ul style="list-style-type: none"> • Education and Training Act 2020 • Trespass Act 1980 • Privacy Act 1993 	Good Practice Guidelines <ul style="list-style-type: none"> • Ara Learning and Teaching Framework • Technology Enhanced Learning Goals
References <ul style="list-style-type: none"> • Programme Handbook • Admission and Enrolment Guide 	
Notes	

2 Principles

- 2.1 No learner will be disadvantaged by the digital learning environment at Ara.
- 2.2 Wireless internet connection and other relevant infrastructure (for example, availability of and accessibility to power points) will be sufficient to support BYOD devices across campuses where BYOD is utilised.
- 2.3 Learners and lecturers will be supported in the use of the technologies required for delivering contemporary learning experiences.

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3 Associated Procedures for Ara Academic Policy on: Bring Your Own Device

Contents:	3.1	General Provisions
	3.2	BYOD User Responsibilities
	3.3	Department Responsibilities, where BYOD is compulsory

3.1 General Provisions

- a BYOD is to be implemented as a recommendation to the learners rather than as a compulsory requirement.
- b BYOD may be made compulsory in programmes where such a requirement supports learning and/or the future success of learners.

3.2 BYOD User Responsibilities

- a All users of BYOD must adhere to the Code of Conduct for ICT users.
- b BYOD are the property of the individual, and each user is responsible for his/her own device and should use it responsibly and appropriately.
- c Ara takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices.
- d While Ara employees might help learners identify how to keep personal devices secure, learners will have the final responsibility for securing their personal devices.

3.3 BYOD Support

- a BYOD software support will be available on all campuses for Ara-required software.

3.4 Department Responsibilities, where BYOD is compulsory

- a The BYOD requirement will be communicated to prospective learners prior to the commencement of a programme.
- b The use of BYOD will be incorporated into lesson planning and delivery.
- c A departmental plan must be in place to address issues of equity, including financial hardship, competence, and off-campus access to the Internet.

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