

BRING YOUR OWN DEVICE (BYOD) POLICY

1. Purpose

- 1.1 This document applies to the **Innovative Institute of Australia**, its courses, its clients (students), and its controlled entities (collectively, "IIA", "Institute", "the Institute", "we", "us", "our").
- 1.2 The purpose of this policy is to promote sustainable thinking among students by encouraging a reduction in paper consumption and contributing to the minimisation of the institution's carbon footprint, which is part of the Institute's continuous improvement plan.
- 1.3 This policy is implemented in compliance with the requirements of the Education Services for Overseas Students Act 2000 (the ESOS Act), the Standards for Registered Training Organisations (2025), and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code 2018).
- 1.4 In this file, words that import gender include all other genders; the singular 'they' is gender-neutral and used to avoid specifying a person's gender; words in the singular number include the plural and vice versa.
- 1.5 This policy does not affect students' rights under the Australian Consumer Law.
- 1.6 The Institute reserves the right to amend these terms and conditions at any time.
- 1.7 This policy does not affect students' rights under the *Australian Consumer Law*.

2. Definitions

- 2.1 BYOD stands for "bring your own device."
- 2.2 An education agent refers to an entity (in or outside Australia) that
 - i. Engages in any of the following activities in relation to a provider:
 - A. The recruitment of overseas students, or intending overseas students;

- B. providing information, advice or assistance to overseas students, or intending overseas students, in relation to enrolment;
 - C. otherwise dealing with overseas students, or intending overseas students; and
 - ii. is not a permanent full-time or part-time officer or employee of the Institute.
- 2.3 Agent Agreement refers to the agreement between the Institute and the agent, including the schedules.
- 2.4 CRICOS refers to the Commonwealth Register of Institutions and Courses for Overseas Students.
- 2.5 ESOS Act refers to the *Education Services for Overseas Students Act 2000 of the Commonwealth of Australia*.
- 2.6 National Code refers to the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*.
- 2.7 Prospective student/applicant/client refers to a person who intends to become, or who has taken any steps towards becoming, an 'overseas student' or 'intending overseas student' as defined by the *ESOS Act*.
- 2.8 DHA refers to the Department of Home Affairs.
- 2.9 OSHC refers to the Overseas Student Health Cover.
- 2.10 eCoE refers to the electronic Confirmation of Enrolment.
- 2.11 2025 Standards for RTOs refers to the *National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025*.

3. Policy

- 3.1 The Institute is committed to sustainability and has integrated environmental, social, and economic sustainability principles into all aspects of its institutional design, course curriculum, and student experience.

- 3.2 The BYOD policy encourages students to bring their own devices to classes and to take advantage of the College's interactive learning environments with essential, legal software.
- 3.3 Students are required to read, fully understand and accept the Institute's Bring Your Own Device (BYOD) Policy.
- 3.4 Students must bring and use their own devices (referred to as "the Devices") on all the Institute's campuses to support their educational research and learning; failure to do so may result in the Institute lending a device under limited circumstances.
- 3.5 Devices covered by this policy include, but are not limited to, laptops, tablets, and storage devices.
- 3.6 Mobile phones and cameras are not permitted in classrooms unless authorised by the trainers and/or assessors.
- 3.7 When purchasing new devices, students are advised to consider the device's size, weight, and battery life. Students should also be aware of a device's manufacturer's warranty and warranty conditions.
- 3.8 Students are solely responsible for maintaining their Devices, ensuring the operating system and software are legally licensed, and keeping anti-virus software updated.
- 3.9 Students must ensure their Devices do not pose a risk to the public or cause damage. The Institute reserves the right to refuse the use of any Device on campus and report to the relevant Australian government agency if necessary.
- 3.10 **Students are prohibited from using their Devices for:**
- i. Violating any state or federal laws or municipal ordinances, such as accessing or transmitting pornography, obscene depictions, harmful materials, materials encouraging illegal activities, confidential information, or copyrighted materials.
 - ii. Using anonymous email sites, spamming, or spreading viruses.
 - iii. Causing harm to others or damaging their property.
 - iv. Using profane, abusive, or impolite language; threatening, harassing, or making

damaging or false statements about others; or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.

- v. Damaging computer equipment, files, data, or the network, including intentionally accessing, transmitting, or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
- vi. Engaging in hacking activities, whether internal or external to the school, or attempting to access information protected by privacy laws.
- vii. Accessing, transmitting, or downloading large files, such as chain letters or pyramid schemes.
- viii. Intentionally accessing, creating, storing, or transmitting material that may be deemed offensive, indecent, obscene, intimidating, or hostile; or that harasses, insults, or attacks others.
- ix. Using the network for non-academic, bandwidth-intensive activities such as network games or the transmission of large audio/video files.
- x. Maliciously destroying or stealing ICT equipment from Ashton College.
- xi. Using on-campus Wi-Fi for non-educational and non-approved activities, such as playing games or watching movies.
- xii. Accessing other people's accounts, files, or data, or engaging in fraudulent or illegal behaviours as per Australian law.

3.11 Safety and security

- i. Students are responsible for the safety and security of their Devices.
- ii. Students are liable for the care, maintenance, damage, or loss of their Devices, as well as the security of their data. The Institute is not responsible for any financial or data loss.
- iii. Students must ensure their devices are fully charged and batteries are in good condition, which can last for a minimum of eight (8) hours.

- iv. Devices should only be used by their owners.
- v. Students should set up unique usernames and passwords for their Devices to protect their data.

3.12 Technical support: Aside from assisting students with connecting to the on-campus Wi-Fi, the Institute staff are not obligated to provide technical support for Devices, whether hardware or software. Students should contact their device suppliers for assistance.

3.13 Minimum specifications for BYO

System	Windows 7 or higher / OS X Lion or higher
CPU	2.0 GHz Intel Core i5 processor or higher
RAM	Minimum 8GB
Storage	Minimum 128GB
Battery	Minimum 8 hours battery life
Wireless	802.11 a/b/g/n
Software	Legally licensed software compatible with Microsoft Word, Excel, PowerPoint and Acrobat PDF format files.
Others	Camera and speaker

3.14 Borrowing devices

- i. A limited number of contingency laptops may be borrowed on campus.
- ii. Students must show their student ID cards when borrowing laptops from the Institute's Admin Office.
- iii. Borrowed laptops must be returned to the Institute's Admin Office on the same day within working hours.
- iv. Students cannot install any software on borrowed laptops.
- v. All files saved by students on borrowed laptops will be deleted after the laptops are returned to the Institute's Admin Office and cannot be recovered.

VERSION HISTORY

Version Number	Date	Summary of changes
1.0	September 2021	New policy
2.0	July 2025	Revised and updated to include the changes according to the Standards for Registered Training Organisations (2025).
3.0	December 2025	Revised and updated to include the changes according to the ESOS 2000 Act.