

# Bring Your Own Device Policy and Associated Procedures

## Policy

It is a requirement of some courses that students have an electronic device to enable them to participate in classroom activities and complete your course. Your pre-enrolment information including your Letter of Offer, Student Agreement, Student Handbook and Course Brochures will inform you if you are required to bring your own device for your course. Please refer to your Student handbook and Course Brochures for your specific course requirements.

If your course requires it, you need to bring your own device. Grenfell Institute of Technology Australia does have workstations with fast internet connectivity but it may not suffice the need for all international students enrolled.

When bringing your device, it must meet the following requirements:

- Be charged with at least 7.5 hours of battery life
- Have access to Microsoft Office (Word/PPT) or equivalent to write assignments
- A PDF reader to open PDFs from online research tasks
- Access the internet to conduct basic research

There is no in-class charging available due to it causing a potential workplace safety issue, which may put you, your peers, teachers and staff at risk. Such hazards may include power cords not safely secured therefore causing a trip hazard, or too many devices using a power outlet or double adapters causing a power point overload. Grenfell Institute of Technology Australia will provide common-area charging stations only, which will support a limited number of devices at any one time. This area must be kept clean and tidy by students and Grenfell Institute of Technology Australia takes no responsibility for property left in this area. Please keep your device secure at all times. Your device is your responsibility and you must keep it safely and securely.

## Procedure

- Grenfell Institute of Technology Australia allows students to access workstations in the Computer Lab with fast internet connectivity but it may not suffice the need for all students enrolled.
- You are required to request the Student Support Officer to access the Computer Lab.
- Accessing the computer lab is on a first come first service basis due to limited devices.
- You are required to contact the Student Support Officer before class timings to access the computer lab.
- All workstations in the computer lab must be kept clean.
- Any data stored on the workstation will be erased. It is your responsibility to copy or email your data for your future use.
- You must follow any notices, posters and information pasted on the walls within the computer lab.