

Bring your own device (BYOD) Policy



1. Purpose

This policy outlines the standards, responsibilities and support provided to students of Illoura College when using their own digital devices for study purposes. The purpose of this policy is to promote equal access and active engagement in learning by ensuring students are equipped to participate in Illoura College's blended delivery approach, which includes face-to-face classes and structured online learning.

This policy also provides clear information about minimum device requirements, software access, internet connectivity and any course-specific hardware or software requirements that may apply before or during enrolment.

2. Key Definitions

- **Device:** A student-owned electronic device capable of connecting to Illoura College's Learning Management System (LMS) and approved online platforms, including laptops, compatible tablets and similar portable devices that meet the College's technical specifications.
- **Digital Literacy:** The ability to effectively and safely use digital technologies, communication tools and online resources to access, manage and evaluate information for study purposes.
- **Device Specifications:** The minimum hardware, software and connectivity requirements a device must meet to ensure compatibility with Illoura College's digital systems and blended learning delivery model.
- **BYOD:** Bring Your Own Device, meaning students are required to provide and maintain their own suitable device for learning and assessment activities.

3. Policy

Illoura College encourages students to actively engage in a learning environment supported by digital technologies. To participate effectively in both classroom and online components of their course, students must bring a suitable device that can access the College's online learning systems and required software.

High-speed internet is available on campus to support learning, research, access to online systems and participation in digital learning activities. While computers may be available during scheduled classroom sessions or in exceptional circumstances, availability is limited and may be allocated on a first-come, first-served basis. Students are therefore required to provide and maintain their own laptop, tablet or computer for use both on and off campus.

Students are also expected to maintain reliable internet access outside campus to complete the online learning component of their program, access learning materials and complete assessment tasks.

3.1 Student Responsibilities for BYOD

Bring a personal laptop, computer or compatible tablet that meets Illoura College's technical specifications and any course-specific requirements.

- Ensure the device is fully charged before attending each class and bring the required charger or power adaptor.
- Use designated charging stations in classrooms or student areas when charging is required and available.
- Keep the device secure, protected with a case or sleeve and handled carefully at all times.
- Maintain up-to-date operating systems, antivirus software and required software updates.
- Use only licensed, legitimate and approved software on the device.
- Ensure reliable internet access outside campus for online learning, research, communication and assessment activities.
- Store the device safely when not in use and take it home daily.
- Report device damage, software issues, access issues or technical concerns promptly to a trainer, Student Support Services or IT Support.
- Use the device for educational purposes and in accordance with Illoura College's ICT Acceptable Use Policy.

Bring your own device (BYOD) Policy



- Obtain approval before connecting personal devices to any Illoura College-owned equipment or networks not intended for student access.
- Avoid sharing devices, accounts, passwords or login credentials with others.
- Seek permission before recording, photographing or filming any class activity, staff member, student or College resource.
- Take responsibility for the security, care and insurance of the device while on campus or during training activities.
- Notify Student Services immediately if a device is lost, stolen or left unattended on campus.

3.2 Illoura College Responsibilities and Support

- Provide clear information about device specifications and minimum technical requirements before course commencement.
- Publish BYOD expectations and relevant course-specific hardware or software requirements in course information where applicable.
- Provide guidance during orientation and induction on setting up access to the Learning Management System and other online platforms.
- Maintain a secure and reliable campus network that supports access to approved learning resources.
- Provide designated charging stations in student lounge areas and classrooms where available.
- Ensure ICT systems, platforms and applications used for learning are functional, supported and regularly monitored for performance and security.
- Provide assistance through Student Services or IT Support for login issues, LMS access, Microsoft 365 access, Autodesk access or basic connectivity problems.
- Protect student privacy and data security when students access College systems using personal devices.
- Communicate planned maintenance, system upgrades or temporary service disruptions that may affect access to online learning systems.
- Offer access to shared campus computers or loan devices in exceptional circumstances where students experience temporary technical difficulties, subject to availability.
- Assess students' digital literacy skills at the commencement of their course and provide appropriate assistance or training where additional support is required.
- Ensure BYOD expectations are consistently reinforced through trainers, induction sessions and student support channels.
- Monitor compliance with this policy and take reasonable steps to maintain a safe, respectful and digitally secure learning environment.

3.3 Device Specifications

Students must ensure their device meets the following minimum specifications to support coursework, online learning systems, digital assessment and required software. Course-specific requirements may apply for some courses.

Category	Minimum Requirements	Recommended Specifications	Notes / Purpose
Device Type	Laptop or compatible tablet with physical keyboard	Laptop preferred for extended writing and assessment tasks	Must support web browsers and online learning applications
Processor (CPU)	Processor suitable for web browsing, online learning platforms and standard productivity applications	Intel i5 or equivalent, or higher	Supports multiple applications and web-based learning tools
Memory (RAM)	8 GB	16 GB or higher	Required for video conferencing, LMS access and digital resources
Storage	128 GB SSD	256 GB SSD or larger	SSD preferred for faster loading and saving of training materials
Operating System	Windows 10/11, macOS 12 or later, or Chromebook with	Latest stable release	Device must support mainstream browsers such as Chrome, Edge or

Bring your own device (BYOD) Policy



	latest Chrome OS		Safari
Display	11 inch screen, minimum resolution 1366 x 768	13-15 inch Full HD screen	Supports comfortable study and digital assessments
Battery Life	Minimum 6 hours	8 hours or more	Supports full-day classes and learning activities
Connectivity	Wi-Fi and Bluetooth	Dual-band Wi-Fi with USB-C or HDMI ports	Required for campus network and external devices
Webcam and Microphone	Built-in or external webcam and microphone	HD webcam and noise-reduction microphone	Required for online classes, meetings and assessments
Software	Up-to-date antivirus, Microsoft Office or Microsoft 365 access, PDF reader, Zoom or Microsoft Teams	Latest licensed versions with auto-update enabled	All software must be legally licensed and suitable for course requirements
Internet Access (Off-Campus)	Stable internet connection with minimum 10 Mbps download speed	Broadband or NBN connection of 20 Mbps or faster	Required for the online learning component and access to digital resources
Accessories	Protective case or sleeve and headset with microphone	External mouse and portable storage device	Supports usability, communication and device protection

3.4 Software Access

All enrolled students are provided with access to Microsoft 365 applications as part of their enrolment, where required for their course.

Students enrolled in RII course packages may also be provided with access to Autodesk software through a student subscription. This may include applications such as AutoCAD, AutoCAD 3D and Revit, where these applications are required for course participation, learning activities or assessment tasks.

Students must use all software in accordance with licence conditions, Illoura College's ICT Acceptable Use Policy and any instructions provided by Illoura College. Access to software may be subject to course requirements, licence availability and eligibility conditions.

Students who experience issues accessing Microsoft 365, Autodesk software or other required learning platforms should contact the IT Helpdesk at helpdesk@illoura.edu.au.

3.5 Course-Specific Hardware and Software Requirements

Some courses may require students to have access to additional hardware or software. This may include industry-standard software, specialist applications, higher device specifications or additional accessories. Where additional requirements apply, they will be published in the relevant course information and communicated to students prior to enrolment or course commencement.

For example, students enrolled in courses requiring design, drafting or technical software may need a device capable of running applications such as AutoCAD or Revit. In these cases, the minimum device requirements may include a 64-bit Windows operating system, higher processing power, additional RAM, dedicated graphics capability and sufficient storage.

Students are responsible for ensuring their device meets any course-specific requirements before commencing the course. Where a student is unsure whether their device is suitable, they should contact Illoura College before enrolment or prior to course commencement for guidance.

Bring your own device (BYOD) Policy



4. Procedure

4.1 Borrowing Procedure

- Illoura College may provide a limited number of laptops to students on a first-come, first-served basis in exceptional or emergency circumstances.
- Students must present their valid Student ID card when borrowing a laptop.
- All borrowers must record their details, including name, student ID, date and time of issue, in the Laptop Borrowing Register maintained at the front desk.
- The borrowed laptop must be returned on the same day before close of business to front desk staff.
- Students are responsible for ensuring the laptop is returned in the same condition as issued. Any damage or malfunction must be reported immediately upon return.
- Repeated late returns, damage, misuse or failure to follow borrowing instructions may result in temporary suspension of borrowing privileges.

4.2 Technical Support Procedure

- Students should report LMS, Microsoft 365, Autodesk, login or basic connectivity issues to the IT Helpdesk at helpdesk@illoura.edu.au or seek assistance from Student Services.
- Students should provide their full name, student ID, course, contact details and a clear description of the issue when requesting support.
- Illoura College will provide reasonable assistance for access to College systems and approved learning platforms. Students remain responsible for maintaining and repairing their own personal devices.
- Where a student experiences ongoing technical difficulty that may affect study progress, Student Services may refer the student for learning support in accordance with the Student Support Policy.

5. Related Documents and Forms

Related Policies

- Training Policy
- Assessment Policy
- ICT Use Policy
- Student Support Policy

Related Forms

- Laptop Borrowing Register

6. Policy Information

Policy area	<ul style="list-style-type: none">• Training and assessment• VET student support
Policy Version	V1.0
Date of Effect	July 2025
Review Schedule	July 2026
Applicable Standards	Outcome Standards for RTOs 2025 - Standards 1.8, 2.1 and 2.2
Responsibility	Director of Quality Assurance