

Bendigo Kangan Institute

Bring Your Own Device (BYOD) Policy

1.0 Purpose

This policy outlines the Bendigo Kangan Institute's (BKI) Bring Your Own Device (BYOD) program, detailing the expectations and requirements for students using personal (non-BKI) devices for academic purposes on campus. It establishes clear guidelines for the support and use of these devices to ensure a consistent and secure learning experience.

2.0 Scope

This approach covers a pilot cohort of students enrolled in Digital Initiatives and VET Teacher Training from Term 3, 2025. Students not in those cohorts are not covered by this policy.

2.0 Legislative Context

Privacy and Data Protection Act 2014 (Vic)

Privacy Act 1988 (Cth)

Copyright Act 1968 (Cth)

Copyright Amendment (Digital Agenda) Act 2000 (Cth)

Australia's Artificial Intelligence Ethics Framework 2019

3.0 Policy Statement

4.1 BKI-supplied Devices

BKI will continue to supply devices for students to access on campus, both for equity and quality of experience.

4.2 Device requirements

Minimum device requirements are documented and updated on the Student Portal, including advice on compatibility with BKI platforms.

4.3 Device Security requirements

Device operating systems must be kept up to date with all the latest security patches.

4.4 Student requirements

- Students are required to follow BKI policies, particularly the Information Technology Usage Policy.

Bendigo Kangan Institute

Bring Your Own Device (BYOD) Policy

- Students are required to charge their device beforehand for the duration of their class. BKI cannot guarantee availability of charging points for all students.

4.5 IT Support Arrangements for BYOD Users

The scope of IT support that BKI offers BYOD users in relation to the use of their BYOD devices is:

- Assistance with connecting acceptable BYOD to the BKI wireless network. No wired connections are permitted.
- Assistance with accessing BKI student emails.
- Assistance with wireless printing.
- Assistance with accessing software on the BKI Software List, with exceptions noted.

BKI will only provide technical advice specific to BKI network and systems. Students should seek external professional technical support for non-BKI related matters for their BYOD. BKI is not responsible for loss of data incurred utilising a BYOD on campus or during study.

4.6 Insurance

Students' BYOD equipment is not covered under BKI's public liability insurance policy unless the damage is directly attributable to BKI. It is recommended that students obtain their own insurance to protect their devices against accidental damage, damage from liquids, theft, etc. while using them for BYOD purposes on campus. It is also recommended that students take steps to prevent loss of data – e.g. utilising cloud backup.

4.0 Roles and Responsibilities

Role	Responsibilities
Students	Ensure that the use of their device complies with BKI's policies and procedures as well as the safety and /security of their physical device.
ICT Support Staff	Provide technical support according to policy and guidelines for device usage.
Library Staff	Provide first-level support according to policy.
Teachers	Understand BYOD policy and refer students to BYOD information on Student Portal, policy, and support staff.

Bendigo Kangan Institute

Bring Your Own Device (BYOD) Policy

5.0 Definitions

Word/Term	Definition
BYOD	An electronic device not owned or leased by BKI which can store data and connecting to a network (e.g. wireless, 4G), to access or connect to the BKI's IT services, data and networks. This includes but is not limited to mobile phones, smartphones, tablets, laptops, notebooks and portable storage devices.
Student	An learner enrolled at BKI.
Data	Information, in any form, (including emails) on which computer programs operate. Can be stored within networks or computing facilities or on devices which may be connected to networks.
Minimum Requirements	The minimum hardware, software and general operating requirements for a BYOD, to use particular apps, the Wi-Fi, and other features described herein.
Application or App	Computer software designed to assist end users to carry out useful tasks. Examples of applications may include the Microsoft Office suite of products or smartphone applications such as Google Maps.

6.0 Supporting Policy Documents and Forms

Document Name
Information Technology Usage Policy - Student
BKI Code of Student Conduct Policy
BKI Child Safety Policy
Feedback Procedure (Compliments and Complaints)

7.0 Version Control and Change History

Ver.	Issue Date	Document Custodian	Description of Change	Approval Authority
1.0	12/08/2025	Education Technologist	New Policy	Chief Information Officer

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8.0 Document Owner and Approval Body

Document Custodian	Approval Authority	Approval Date	Next Scheduled Review Date
New Policy	Chief Information Officer	11/08/2025	11/08/2026