SUBJECT	**Student Bring Your Own Device (BYOD) Procedure**
	Student Bring Your Own Device (BYOD) Policy # IT-2

PROCEDURE

1. **Student Bring Your Own Device (BYOD) Agreement**

   1. Prior to connecting devices to the College network, students must digitally sign a **Student BYOD Agreement** (Appendix A). The Student BYOD Agreement provides information on student conduct obligations of while on the College network.

   2. By accepting the terms, a student acknowledges they will:

      - Agree to comply with the conditions of the BYOD Policy.
      - Agree that noncompliance may result in the student being subject to school disciplinary action.

   3. Student BYOD agreements will be retained in print or electronic form for future access as required.

2. **Connection to the College's Network**

   1. Device connection to the Network is dependent upon:

      -device contains no data which breaches the BYOD Agreement

      -device is free from viruses, or malware

   2. When a device contains data which breaches the BYOD Agreement, the student will be refused access to the College's internet and network until such time as the device has been cleared by the Information Technology (IT) department.

   3. Depending on the nature of the data, virus or malware involved, further action may be taken including referral to the police. Disciplinary action pursuant to the student code of conduct will be taken.

3. **Cost to Students**

   1. Students enrolled Full Time in a program that requires BYOD will be assessed a program fee (**amount to be determined**). These students will receive enhanced access to the College's wireless network, the internet, BYOD classrooms, laptop loaner pool, and a limited amount of one on one assistance provided through the College's IT helpdesk, online chat systems or 7/24 phone in service.

   2. Students enrolled Full Time in a program that requires BYOD will be provided access to MS Office365 and will be able to download and install software made available to them through the College's Microsoft Educational Partnership Agreement.

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3. Students who are not enrolled in a BYOD program, may pay a yearly fee to access shared drives and enhanced wireless connectivity. Students will also be able to purchase printing services.

4. Part-time students may purchase enhanced access on a course by course basis.

4. Damage and loss

1. Students are advised to back up all data to a secure location such as the storage space provided to them through the College sponsored Office365 program

2. Students are advised to carry comprehensive replacement/repair insurance to protect against adverse events

3. In cases of malicious damage or theft of a personal device, Northern College will not be held liable.

5. Technical Support

1. Students whose device meets all program level requirements are eligible to a best effort level of support from Northern College Information Technology Services (ITS) staff, limited to:

    *   Providing instructions on how to connect to the college's wireless network and by appointment, one on one assistance with wireless connectivity system configuration.

    *   Assistance with the installation and setup of the Citrix Receiver client where necessary. Please note that an appointment may be required.

    *   The installation and configuration of program specific software is not provided unless time has been scheduled in advance for IT staff to be on location within a classroom assisting a course professor.

    *   All other support requirements including virus detection and imaging/maintenance is the responsibility of the student

    *   Any recommendations for hardware/software modification or installations are done solely at the risk of the student. Northern College is not responsible for software conflict issues or hardware malfunction that may occur as a result of a recommended change and/or installation.

    *   Northern College Information Technology Services (ITS) staff do not provide support for hardware or software on personal devices.

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6. Acceptable use of BYO Devices

1. All use of BYO devices at the College and any device connected to the Colleges network is subject to the adherence of the *Information Technology and Network Terms of Use Policy.*

2. Students must not copy, transmit, or retransmit any material that is protected by copyright, without prior permission from the copyright owner.

3. Mobile phone voice, and text, SMS messaging or device instant messaging use by students during class hours and on college campuses is subject to the student code of conduct policy.

4. Students must not take photos or make video or audio recordings of any individual or group without the express written permission of each individual (including parent/caregiver consent for minors) being recorded and the permission of an appropriate staff member.

5. The consequences of any breaches of this policy will be determined by the Campus Manager and the Director of Technology and Learning Innovation, in accordance with the appropriate college policies.

7. Program Specific Mobile Device specifications

1. Students must consult the Minimum Hardware Standards for the program in which they are enrolled prior to purchasing a device or to assure their existing device is compliant. Support from ITS will not be provided on any device that does not meet published minimum standards.

2. Device hardware specifications must meet the minimum (ideally the recommended) specifications of the operating system and all applications

3. Apple/Macintosh computers that meet minimum standards may not always be compatible with program-specific, locally-installed software requirements. Students are advised that the college is not responsible for ensuring Apple-compatible software is available for all titles and the purchase of such titles will be incurred by the student.

4. Loaner laptops may be available through the Learning Resource Centres for use on campus. The loan period is for 4 hours, however in special circumstances it may be extended to a maximum of 72 hours. Students are responsible for the full replace value of the laptop and for any costs associated with necessary repairs that might arise from neglectful use of the device. Laptops not returned by the due date will be assessed a late fee of $1.00 per each hour overdue up to a maximum of the replacement value of the device. Laptops that are not returned on time without advance notice will be flagged and user accounts will be suspended until such time as the laptop is returned in acceptable working condition and all late fees have been settled.

Appendix A

Northern College Bring Your Own Device (BYOD) Student Agreement

All students attending Northern College on either a full- or part-time basis are required to bring their own compliant device. By signing at the bottom of this page, students agree to the following behaviours:

- I agree that my use of the College's portal/internet will be primarily for learning.

- I agree to only ever user my own portal/internet log-in credentials and never share this information with unauthorized individuals.

- I agree to not hack, or bypass any hardware and software security implemented by the College.

- I agree to not use my device to knowingly search for, link to, access, or send anything that is:
  - Offensive
  - Pornographic
  - Threatening
  - Abusive
  - Defamatory

- I understand that my activity on the internet may be monitored and these records may be used in investigations, court proceedings and/or for other legal reasons.

- I understand that Northern College cannot be held responsible for any damage to or theft of my device.

- I understand that the use of my device during classroom/lab/shop time is at the direction of my professor unless otherwise approved.

- I have read and understand the Student Bring Your Own Device (BYOD) policy.

_____   _____
Date   **Student Signature**

ISSUE DATE	SUPERSEDES	MANDATORY REVIEW DATE	REFERENCE	SECTION	PAGE OF	
2019-06-03	NEW	2024-06-03	Student BYOD Policy	ACADEMIC	4	4