



Policy and Procedure for Management of Bring Your Own Device

Date Approved/Endorsed: 23/07/2025

Next Review: 23/07/2026

1 Objective

The increased ownership of personal electronic devices requires that Central Regional TAFE staff and students take steps to ensure that personal electronic devices are used responsibly.

This policy is designed to ensure that potential issues can be clearly identified and addressed, and that individuals' own devices can be effectively and safely used for optimal learning and productivity outcomes.

This policy should be read in conjunction with the Policy and Procedure for Employees ICT Security (IS007P) and Policy and Procedure for Acceptable Computer and Internet Use (IS006P).

2 Policy

2.1 Students

This section of the document sets out the conditions for Bring Your Own Device (BYOD) at Central Regional TAFE for students. These devices include smart phones, tablets, or laptops with the capability of connecting to the College wireless network for the purpose of study and work.

Once connected, students will have access to some, or all of the following services: The internet, Microsoft 365, On-line Learning Management Systems and Web-Conferencing, including Blackboard and Microsoft Teams.

2.1.1 Acceptable BYOD use

The use of a students' own device whilst connected to the College network is governed by the Policy and Procedure for Acceptable Computer and Internet Use (IS006P).

Electronic devices must be switched to "silent" mode during class times and professional etiquette demonstrated at all times, with respect to phone calls, sending and receiving SMS, email, or other messaging types.

Students must not transmit or show material of an offensive nature.

2.1.2 Safe use and device security

Students are responsible for the maintenance and upkeep of their device. The College does not accept responsibility for replacing or repairing lost, stolen, or damaged personal electronic devices belonging to students.

2.1.3 Power supply and battery management

The College or other staff will not lend recharging equipment.

2.1.4 Software and application for learning

Any requirements to purchase and/or download and install specific software/applications ("apps") onto a student's device in order to access their learning materials will be at the student's expense.

Policy and Procedure for Management of Bring Your Own Device (IS009P)

Students are responsible for regularly applying updates for any software or applications ("apps") needed for the purposes of learning prior to attending scheduled classes. This may be undertaken while connected to the College network, provided this is outside of class time.

2.1.5 BYOD device troubleshooting

Central Regional TAFE Information Services & Technology (IST) staff can assist students with simple troubleshooting issues on a BYOD device but cannot provide advanced technical support such as virus removal, backup of data, software installs or hardware upgrades.

2.2 Staff

This section of the document sets out the conditions for Bring Your Own Device (BYOD) at Central Regional TAFE for staff. These devices include smart phones, tablets, or laptops with the capability of connecting to the College wireless network for the purposes of study and work.

Once the staff member's device has been registered on the College network, that staff member will have access to the following services: The internet, the Central Regional TAFE Learning Management System (i.e. Blackboard), web based Corporate Systems, Online collaboration tools (e.g. Microsoft 365 and Microsoft Teams) and email.

2.2.1 Acceptable BYOD use

The use of staff member's own device whilst connected to the College network is governed by the Policy and Procedure for Employees ICT Security (IS007P) and Policy and Procedure for Acceptable Computer and Internet Use (IS006P).

Professional etiquette is to be demonstrated at all times, with respect to phone calls, sending and receiving SMS, email, or other messaging types while on campus.

Staff must not transmit or show material of an offensive nature.

2.2.2 Safe use and device security

Staff are responsible for the maintenance and upkeep of their device. The College does not accept responsibility for replacing or repairing lost, stolen, or damaged personal electronic devices belonging to staff members.

2.2.3 Power supply and battery management

Staff must bring their own power supply if they need to charge their device as IST or other staff will not be able to lend recharging equipment.

Charging of devices should be undertaken with due regard to Workplace Health and Safety considerations.

2.2.4 Software and application updates

Staff are responsible for regularly applying updates for any software or applications ("apps") needed for the purposes of training and assessment. This may be undertaken while connected to the College network.

2.2.5 BYOD device troubleshooting

Policy and Procedure for Management of Bring Your Own Device (IS009P)

Central Regional TAFE Information Services & Technology (IST) can assist staff with simple troubleshooting issues on a BYOD device but cannot provide advanced technical support such as virus removal, backup of data, software installs or hardware upgrades.

3 Procedures

3.1 Safe use and Device Security

- It is advised to consider insuring your device against loss, theft or breakage.
- Personal devices should be marked clearly with the owners' name.
- Always store your device in a protective cover and follow the manufacturer's instructions for care and maintenance.
- Do not leave your device unsupervised.
- It is essential device owners apply a password or pin to their device to deter unauthorised use of their device and keep sensitive information safe. This password or pin should be kept secret.
- Keep yourself and others safe by not giving out personal details to unknown sites or individuals.

3.2 Virus Protection

Device owners are advised to:

- Protect their devices from virus attack by keeping their operating system and antivirus software up to date.
- Consider running virus scans regularly after accessing the internet or personal emails.
- Exercise due caution when downloading files from the internet.

3.3 Power Supply and Battery Management

- Device owners must bring their device fully charged at the beginning of the day.
- Device owners must bring their own charging devices in case they need to charge their device during the day.

3.4 Back up and/or Recovery

Device owners are responsible for their own backup of critical data at all times. This may be through the use of a USB, external drive, or cloud-based backup. Any lost work is the device owners' responsibility, and it is strongly advised that the device owners take precautions to avoid this problem.

3.5 Software and Applications

If device owners are required to purchase and/or download and install specific software/applications ("apps") onto their device in order to access learning or resource materials, device owners are to ensure they have access to a relevant online Application Store (e.g. Apple App Store, Google Play Store) account associated with their device in order to download and install applications.

4 Definitions

Apps – Applications for digital services available online either for free or a fee.

BYOD – Bring Your Own Device – Personal digital device used by staff and students for the purpose of teaching and learning a Central Regional TAFE.

Policy and Procedure for Management of Bring Your Own Device (IS009P)

College – Central Regional TAFE.

IST – Information Services & Technology

ICT – Information, Communication & Technology

5 References

Policy and Procedure for Acceptable Computer and Internet Use (IS006P)

Policy and Procedure for Employees ICT Security (IS007P)

6 Documentation

Nil

7 Responsibilities

Responsible Director	Director Capability, People and Culture
Responsible Officer for implementation and monitoring	Manager Information Services and Technology
Approved by	A/Director Capability, People and Culture
Endorsed by	N/A

8 Revision History *(Governance and Integrity Use Only)*

Issue number	Review date	Amendment details
1	11/12/2020	Minor change – update of referenced policies and inclusion of new CRT online services.
1.1	20/10/2022	Minor wording changes and added BYOD Troubleshooting section.
1.2	12/03/2024	Minor sentence updates.
1.3	05/06/2025	Minor terminology updates and policy name updates