

1. Purpose

The purpose of this policy is to define the expectations, responsibilities, and support measures for students of Orange College (OC) regarding the use of personally owned digital devices during their training. This policy promotes digital equity and participation by ensuring all students are prepared for OC's blended learning model, which integrates both face-to-face and guided online delivery. It also outlines OC's commitment to digital readiness, learning support, and compliance with the Standards for RTOs 2025 (SRTOs 2025).

2. Policy

OC is committed to delivering high-quality, digitally enabled learning. Our blended learning model requires students to bring their own devices to access course content and participate fully in training and assessment. This policy outlines the expectations, responsibilities, and appropriate use of student-owned devices at OC. Students are required to bring their own laptops or compatible tablets capable of accessing OC's Learning Management System (LMS) and other online portals. Devices must meet OC's technical standards.

Students must also ensure they have access to stable internet outside of OC campuses to participate in 30% online learning as required by their training plan.

This policy supports Outcome Standards 1.8, 2.1, and 2.2 of the Standards for Registered Training Organisations 2025 (SRTOs 2025)

3. Key Principles

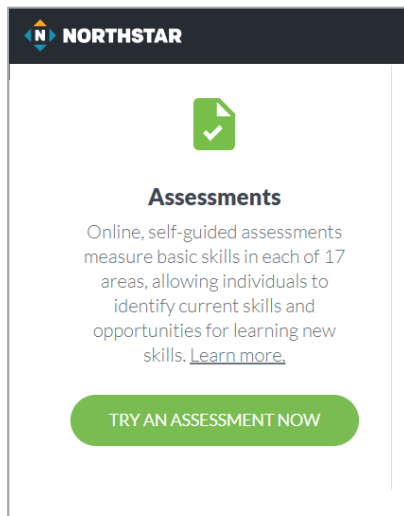
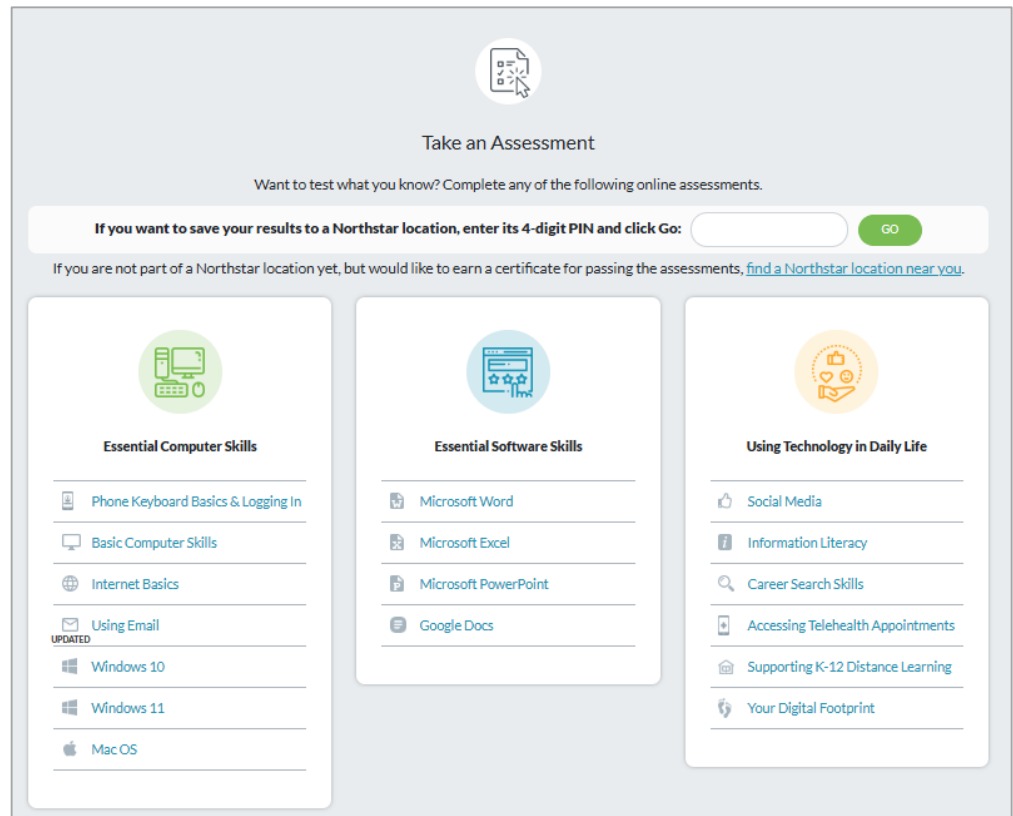
- The term "device" refers to a student-owned laptop or tablet with Wi-Fi capability. Mobile phones are not permitted as BYOD learning tools.
- Students are required to bring a personal device to each class, preferably a laptop.
- Trainers may deny classroom participation if students arrive without an appropriate device.
- OC may provide a loan device only in cases of compassionate and compelling circumstances and subject to availability.
- Use of devices at OC is governed by this policy and the Information and Communication Systems Acceptable Use Policy (ICSAU).
- Free internet access is provided on campus; however, students must arrange reliable off-campus internet to meet their guided online learning obligations.
- Students are responsible for maintaining their device, including security software, updates, and battery life.
- OC accepts no liability for damage, loss, or theft of student devices on its premises.
- Staff may confiscate devices if policy violations are suspected. Disciplinary action or referral to authorities may follow depending on the severity of breach.
- Student responsibilities under this policy are discussed during orientation.

4. Digital Literacy and Student Readiness

Students must demonstrate basic digital literacy to participate effectively in their courses. OC encourages all students to take the [Northstar Digital Literacy Assessment](https://www.digitalliteracyassessment.org/) (https://www.digitalliteracyassessment.org/) prior to course commencement. This assessment benchmarks student capabilities in:

- Computer and internet use
- Online communication and file management
- Email, web browsing, and word processing
- Cybersecurity and safe online practices

Take an Assessment as shown below:

You must attempt all three tests:

Essential Computer Skills

Essential Software Skills

Using Technology In Daily Life

For students requiring support, OC provides support and referrals through its LLND Support Framework, including induction sessions, assisted LMS onboarding, and access to digital skills workshops.

5. Student Use and Responsibilities for BYOD

This section outlines acceptable use standards, student obligations, and prohibited activities relating to BYOD practices at OC.

5.1 A Responsibilities

All students must observe the following requirements when using a personal device on OC premises or connecting to OC networks:

- Devices must be fully charged before class. OC does not provide in-class charging facilities.
- Charging stations are available in the student lounges at the Melbourne CBD and Port Melbourne campuses.
- OC is not responsible for any loss, damage or theft of devices, including those left charging. Students are advised to take reasonable precautions and may arrange personal insurance coverage.
- Devices must operate using supported systems with up-to-date antivirus software. Students must maintain service packs and virus definitions.
- Students must not connect OC-owned equipment to personal devices without permission.

- Devices must be legally licensed and free from pirated software.
- Students must secure their devices with protective cases and avoid leaving them unattended in backpacks, cars or unsupervised areas.
- When not in use, devices should be stored safely. Students are encouraged to take devices home daily; storing them in vehicles is not recommended.
- Personal devices must be used ethically and in alignment with this policy.
- Any damage must be reported to a trainer immediately.

5.2 Prohibited Activities

The following activities are strictly prohibited when using BYO devices at OC:

- Installing or distributing copyrighted material without authorisation
- Engaging in activities that breach OC's ICT Acceptable Use Policy or Australian law
- Accessing, transmitting, or storing offensive, obscene, sexually explicit, threatening or profane content
- Playing non-educational games during class without prior approval from the trainer
- Using messaging platforms (e.g. Facebook, Twitter, WhatsApp) during class without permission
- Accessing another student's accounts, files or data without authorisation
- Sharing personal information online or creating internet accounts for non-educational purposes
- Engaging in fraudulent, dishonest or illegal conduct
- Disrupting or damaging devices, software or networks, including distributing viruses or harmful software
- Participating in bullying or harassment via digital platforms or accessing another student's device without consent
- Possessing or sharing content depicting weapons, pornography, offensive imagery, or references to drugs, alcohol, or gang affiliation
- Using OC's network to store or transmit abusive, defamatory, pornographic or unlawful material
- Creating or sharing content intended to bypass OC's network security protocols
- Copying or distributing copyrighted material without express written permission
- Making calls, sending texts or using instant messaging during class hours
- Taking photos, videos or audio recordings of classes or individuals without permission from all parties and a staff member

6. Damage and Loss

- In cases of malicious damage or theft of another student's device, processes for damage to OC or another student's property apply.
- OC does not provide accidental damage or theft cover for 3rd party (student-owned) devices and shall therefore not be liable for any damage or theft that occurs on OC's premises unless the device was under the direct control of a staff member. OC encourages Students to source accidental damage and theft insurance from an external insurance provider.

- Under no circumstances should devices be left in unsupervised areas (including, but not limited to, OC premises, open building spaces, specialist areas, offices, unlocked classrooms or toilets). Any device left in these areas is at risk of being stolen or damaged. If a device is found in an unsupervised area, it will be taken to the Student Services or the reception.

7. OC Support and Limitations

OC provides the following technical support for students:

- Wi-Fi access and login assistance
- Orientation on OC Email, Learner App, and Learning Management System
- Troubleshooting support during enrolment or induction.

However, OC does not:

- Repair hardware or troubleshoot personal operating systems
- Guarantee full compatibility for unsupported or non-standard devices

Students are responsible for ensuring their devices are functional, well-maintained and insured or secured against loss or theft, and that their files and coursework are regularly backed up.

8. Printing at OC Campus

- Students will be charged for the printing according to the per-sheet printing rate fixed by OC on a pre-paid basis, as mentioned in the Student Agreement and Fees and Charges schedule. Printing rate posters will be available above the printer at Student Services.
- Internet access through OC network will be provided at no cost to students. However, access to internet outside the OC campus must be the responsibility of the student.
- Access to course resources will be provided through the Learning Management System (LMS) and other published portals shown in the OC Student Hub.
- Licenced software will be made available for students' use whilst using OC devices, (as per training package requirements or accredited course requirements).
- Students will be able to print their documents using their own devices.
- Students will receive the guidelines for printing via their OC Gmail account

9. Device Specifications

Student devices must meet the following technology standards for maximum efficiency of use at OC:

| Required Specification: | |
|-------------------------|--|
| Web Browser | Any Modern Web Browser, with pop-up enabled OC prefers Google Chrome. |
| Web Processor | MS Office Word |
| Word Processor | MS Office PowerPoint |
| Wireless Compatibility | Devices must have 2.4 GHz and 5 GHz range. Also allows through WPA Enterprise encryption of 802.11a/b/g or 802.11n |

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|--------------------------|--|
| Battery Life | Ideal Battery life of 10 hours and Minimum of 8 Hours |
| Form Factor | Laptop, Tablet, Device or Convertible Device Only (No Mobile Phones Allowed) |
| Physical Dimension | Minimum Screen Size: 9.7" Maximum Screen Size: 15.6" |
| Operating System | Microsoft Windows 7, Windows 8.1 or newer Apple MacOS X 10.8 or newer Apple iOS 6 or newer |
| Anti-Malware & Antivirus | Device should be updated to anti-malware and antivirus software. |
| Device | Must have camera and speaker functions |

- Device hardware specifications must meet the minimum (ideally the recommended) specifications of the operating system and all applications.
- Device must meet current operating system requirements (minimum Windows 7 or above)

10. Loan Devices and Borrowing Procedure

In exceptional or emergency situations, such as compassionate and compelling circumstances, OC may provide a limited number of loan laptops to students. Loan devices are available on a first-come, first-served basis and are subject to availability.

- Students must check availability at Reception and request a loan device if needed.
- A valid OC student ID card is required for issuing the laptop.
- The issuing officer will scan the device prior to release for inventory and record-keeping purposes.
- Borrowed devices must be returned to Reception on the same day during campus working hours:
 - Monday to Thursday: before 7.00 pm
 - Friday to Sunday: before 5.00 pm

Important note for students from China: Due to restrictions between Google and software vendors in China, devices linked to Chinese app stores may not support Google apps. As OC requires students to access the LMS and Google Drive, new devices should be configured with the region set to Australia and language set to English.