# Policy and Procedures

## UQ College (UQC)

# Policy and Procedure

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| **Reference:** | Student |
| **Title:** | Bring Your Own Device (BYOD) Policy - UQ College |
| **Custodian:** | CEO UQ College |
| **Reviewer:** | Academic Manager - Assessment |
| **Date Approved:** | 9 October 2022 |
| **Review Date:** | 9 October 2024 |
| **Audience:** | Students enrolling in UQ College programs |
| | Agents advising prospective UQ College students |
| | UQC staff involved in academic and student administration |
| **Associated Policies and Documents** | UQC Bring Your Own Device (BYOD) Student Agreement |
| **Version:** | 1.3 |

# Policy and Procedures

## Contents

# **Policy and Procedures**

## 1. Purpose and Scope

1.1.    This document outlines UQC's requirements for students related to access to an appropriate personal computer, hardware peripherals, software, and internet connectivity to access lessons, carry out independent study tasks and complete online assessments.

The UQC Bring Your Own Device (BYOD) policy aims to:

- Enhance the learning experience for all UQC students in both on-campus and remote learning contexts

- Help deliver the University's core strategic vision of high value face-to-face experiences by moving appropriate learning content to the online environment and utilising the classroom for active learning

- Inform students who intend to acquire a new device, or upgrade their current one, about the minimum specifications (as outlined in these guidelines) to ensure that they can effectively participate in BYOD learning activities and assessments

- Facilitate a smooth transition to UQ learning contexts where the stated goal is "for all university students to own a laptop so that they are able to study anywhere, anytime."

1.2.    This policy applies to all prospective and current UQC students (commencing from November 2021) and should be read in conjunction with the UQC Bring Your Own Device (BYOD) Student Agreement

1.3.    Exclusions

The following situation is not covered by this policy:

Students studying on the Tertiary Preparation Program who lack an adequate device and whose financial circumstances preclude the purchase of one. Students in this situation should apply in writing to info@uqcollege.uq.edu.au giving full details of their situation.

All applications received will be assessed on an individual basis with the decision of UQC being final.

## 2. Definitions

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| **BYOD** | A Bring Your Own Device policy is one that requires students to have a personally owned, suitable device, peripherals, and software to undertake a course of study |
| **Student** | A student who is enrolled at UQC and includes both prospective students and enrolled students who are 'overseas students' as defined in the National Code 2018. |
| **VPN** | A Virtual Private Network (VPN) establishes a secure internet connection between your computer and UQ College networks. This can help students to access the resources they require to participate in their lessons and to undertake assessments. UQ is currently providing the Global Protect VPN for students located in China. |

## 3. Student Responsibilities and Expectations

Under the UQC BYOD policy, all students (online and face-to-face) are responsible for:

3.1.    procuring a personal computer needed to undertake learning and assessment tasks which meets the required minimum technical specifications

3.2.    procuring the peripheral devices needed to undertake learning and assessment tasks including wired headphones, a microphone, and a webcam in accordance with the minimum technical specifications

3.3.    arranging access to suitable internet service providers to achieve the required internet connectivity

3.4.    procuring and successfully installing the required software needed to undertake learning and assessment tasks in accordance with the minimum technical specifications

**Prior to commencing study at UQC, students are required to have read this policy, and read and agreed to the UQC Bring Your Own Device (BYOD) Student Agreement.**

## 4. Bring Your Own Device (BYOD) Technical Specifications

Note that UQ College BYOD technical specifications as published below, on the UQC website and in marketing materials are subject to change and annual review.

| Minimum required computer specifications | | |
|---|---|---|
| | **Windows** | **Mac OS** |
| Operating system | Windows 10 (Genuine Copy Only) | OSX 10.13 (Genuine Copy Only) |
| Processor | At least i5 2.2GHz /AMD A6 1.8Ghz | At least 1.2GHz dual-core m3 |
| OS Language | English | |
| RAM | 8 GB | |
| Hard drive | 250 GB | |
| Display | 25cm screen or larger | |
| Keyboard | Full-size physical keyboard (not an on-screen keyboard) | |
| Battery life (when not using mains power) | 8 hours under normal use | |
| Internet Connection | You will need a strong, stable, and reliable internet connection. A wired Ethernet connection is preferred. For Wi-Fi use 802.11ac or better | |
| VPN | Students studying remotely and located in China should install and use the UQ Global Protect VPN | |
| Webcam | HD | |
| Browser | Chrome – English version | |
| Headphones **for all BE assessment) | Wired headphones only (not Bluetooth/wireless headphones) | |

Note: The following devices cannot be used for taking online assessments.

- Smartphones: iPhones (Apple), Android phones (Samsung etc.), or any other mobile OS device
- iPads and
- Android tablets

# 5. Contacts

**UQ College Student Information**

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| **Description** | Contact details for all enquiries |
| **Contact Details** | +61 7 3346 6770 |
| | info@uqcollege.uq.edu.au |
| | Sir Llew Edwards Building (#14), The University of Queensland, St Lucia QLD 4072 |

## 6. Document History

| Version | Summary of changes | Author | Action date |
|---|---|---|---|
| **1.0** | Draft UQ College Bring Your Own Device (BYOD) Policy | Stephen Walker | 20 October 2021 |
| **1.1** | UQ College Bring your Own Device (BYOD) Policy - Approved | Julian Wilson | 21 October 2021 |
| **1.2** | UQ College Bring your Own Device (BYOD) Policy - Revised | Iain Mathieson | 3 October 2022 |
| **1.3** | UQ College Bring your Own Device (BYOD) Policy - Approved | Julian Wilson | 8 October 2022 |