

SUBJECT
Bring Your Own Device (BYOD) Policy
BACKGROUND

Northern College is committed to providing and supporting environments conducive to learning. By engaging classroom and teaching technologies through a one-to-one, Bring Your Own Device strategy, students and faculty have increased opportunity to participate in flexible and varied instructional techniques.

POLICY
Policy Statement

Northern College will provide wireless network access for compliant electronic devices at any of its campuses, per established key principles, and prescribed user compliancy requirements, policies and procedures.

1. Key Principles

- 1.1. The term “device” in this policy refers to any personal mobile electronic device with the capability to connect to the College’s Wi-Fi network.
- 1.2. Northern College is a BYOD institution that allows access to the public wireless network.
- 1.3. Use of devices at the college campuses will be governed by the policies and procedures of the Information Technology Services department.
- 1.4. The college will provide internet access through its wireless networks at no cost to students enrolled at Northern College campuses.
- 1.5. Students are responsible for the care and maintenance of their devices including data protection and battery charging.
- 1.6. Northern College will not accept any liability for the theft, damage or loss of any student device. Students who bring their own devices onto campus sites do so with this understanding.
- 1.7. Northern College is not obliged to provide hardware or technical support for devices.
- 1.8. Students must agree to the terms and conditions outlined in the [BYOD Agreement](#) [Appendix A] prior to connecting to the College’s network. By proceeding with network authentication, the user agrees to all terms and

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conditions. It is the responsibility of the student to fully read and understand this agreement.

1.9. Where the College has reasonable grounds to suspect that a device contains data or is used in a manner which breaches the BYOD Agreement, authorized personnel will revoke network access. Depending on the nature of the material involved, further action may be taken including referral to the police. Disciplinary action pursuant to the student code of contact will also be taken.

2. BYOD Agreement

2.1. Prior to connecting their devices to the network, users must agree to the terms and conditions outlined in the Northern College BYOD Agreement.

2.2. It is the responsibility of all users to be aware of and agree to the terms and conditions under the Bring Your Own Device (BYOD) Policy and relevant policies, prior to using their own device on the Northern College Wi-Fi network.

2.3. By accepting the terms, the users acknowledge that they:

- Agree to comply with the conditions of the BYOD Policy.
- Understand that noncompliance may result in the student/user being subject to disciplinary action and the loss of wifi network access.

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

3. Cost to Students

3.1. Internet access through the Northern College Wi-Fi network will be provided at no cost to students enrolled in any programming at Northern College.

3.2. Students will have restricted access to select college resources such as shared drives and printing services. Additional costs may apply in some circumstances.

4. Student Responsibilities

4.1. Students/users are solely responsible for the care and maintenance of their BYO devices. This includes but is not limited to:

- Managing battery life and regular charging of their device.
- Labelling their device for identification purposes.
- Purchasing and using device protective casing.
- Ensuring the device is safe and secure
- Maintaining up-to-date anti-virus software and operating systems

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- Taking out insurance coverage of their own device to protect against any accidental damage, theft or loss.

4.2. Students/users are responsible for managing the battery life of their device and acknowledge that Northern College is not responsible for charging their devices. Students should ensure that their devices are fully charged before bringing them to class.

4.3. Students/users must have a supported operating system and current antivirus software installed on their device and must continue to maintain the latest service packs, updates and antivirus definitions.

4.4. Students/users should not attach any school-owned equipment to their mobile devices without the permission of Information Technology Services

4.5. Students/users should clearly label their BYOD device for identification purposes. Labels should not be easily removable.

4.6. Students/users are responsible for securing and protecting their device while on campus. This includes protective/carry cases and exercising caution when storing the device.

4.7. Students/users are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.

5. Damage and loss

5.1. In cases of malicious damage or theft of a personal device, Northern College will not be held liable. Students are advised to back up all data to a secure location such as their assigned U:drive or other protected location. Students are advised to carry comprehensive replacement/repair insurance to protect against adverse events.

6. Technical Support

6.1. Northern College Information Technology Services (ITS) staff are under no obligation to provide support on either hardware or software on personal devices. Support will be limited to:

- Assisting with the installation and setup of the Citrix Receiver client
- Assisting with the installation and setup of any program-prescribed software NOT otherwise available on the network

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

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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.

7. Long-term Care and Support of BYODs

7.1. Students are solely responsible for repair and maintenance of their own device.

7.2. Warranties: Students should understand the limitations of the manufacturer's warranty on their devices, both in duration and coverage. Under Canadian consumer legislation, warranties usually last for one year, during which any manufacturing defects will be repaired or the device will be replaced (as per the specific terms and conditions of the manufacturer).

7.3. Extended Warranties: At the time of purchase, students may also purchase an optional extended warranty (past the standard warranty period) from the supplier/manufacturer of their device, during which any manufacturing defects that may occur will also be repaired.

8. Insurance for Student Devices

8.1. When students purchase a BYO device, they may also purchase an optional insurance policy from the supplier of their device or a relevant insurance company as mobile devices are subject to a higher risk of accidental damage.

Prior to signing up for an insurance policy, students should be fully aware of the details and limitations of the policy, including any excess charged for making a claim, and the name of the company that holds the policy. As a guide, a suitable BYOD insurance policy should cover all types of devices and provide worldwide, replacement cost coverage against:

- Accidental damage
- Damage from falls and liquids
- Theft
- Fire
- Vandalism

Natural disasters (such as floods, cyclones, earthquakes, tornadoes, water damage, and power surge due to lightening)

9. Acceptable use of BYO Devices

9.1. Using the Northern College network services to seek out, access, store, or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use will result in legal and/or disciplinary action.

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- 9.2.** Students/users shall not create, transmit, retransmit, or participate in the circulation of content on their devices that attempts to undermine, hack, or bypass any hardware and software security mechanisms that have been implemented by Northern College and/or the Information Technology Services department.
- 9.3.** Students/users must not copy, transmit, or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
- 9.4.** 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.
- 9.5.** Students/users 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.
- 9.6.** Students/users shall comply with departmental or college policies concerning the use of BYODs at Northern College and while connected to the network including:
- Acceptable Use Policy
 - Student Code of Conduct Policy
 - System Security Policy
- 9.7.** The consequences of any breaches of this policy will be determined by the Campus Manager, Director of Technology and Learning Innovation and Academic Directors/Managers, in accordance with the appropriate college policies.

10. Northern College Technology Standards

- 10.1.** Prior to purchasing or using an already purchased device, students must consult the Minimum Hardware Standards for the program in which they are enrolled. Support from Information Technology Services will not be provided on any device that does not meet published minimum standards.
- Device hardware specifications must meet the minimum (ideally the recommended) specifications of the operating system and all applications
 - 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.

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- Loaner laptops are available through the Learning Resource Centres with a security deposit. Loaner laptops must be returned or renewed within a 24-hour period. 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 or the deposit is processed.

10.2. Other considerations when purchasing a device include:

- Extended warranty
- Device insurance
- Protective casing (scratch/impact/liquid-splash resistant)
- Additional or spare battery packs
- Ergonomics (is this device comfortable to use for an entire day)
- Backup storage such as a portable hard drive or USB flash drive

Related Policies

System Security Policy

Acceptable Use Policy

Student Code of Conduct

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Appendix A

Northern College Bring Your Own Device 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 use 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 Bring Your Own Device (BYOD) policy.

Date_____ Student Signature_____

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