POLICY TITLE: Bring Your Own Device

POLICY CATEGORY: ACADEMIC

POLICY NUMBER: A018

POLICY OWNER: Office of Academic Excellence

POLICY APPROVER: Vice President Academic

APPROVAL DATE: 4/2/2024

EFFECTIVE DATE: 9/2/2024

REVIEW PERIOD: Every 5 Years

REVIEWED: N/A Click or tap to enter a date.

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1. Purpose

This policy governs authority and responsibility for Bring Your Own Device ("BYOD") programs at George Brown College (GBC). BYOD is a method of program delivery that requires student use of mobile devices to enhance their learning experience in and out of the classroom. BYOD programs integrate program-specific mobile and web-based technologies into their delivery structure to provide students with vital career-specific digital skills.

2. Scope

Most George Brown College programs will require students to have access to a device to participate fully in the learning environment and meet learning requirements and program outcomes. The scope of this policy covers all academic activities related to full- and part-time studies, offered solely by GBC or in partnership with any other institution. Information on device specifications will be provided to students by the Academic Centre as necessary and appropriate.

3. Definition of Terms

Bring Your Own Device (BYOD) Program: Bring Your Own Device defines a program delivery model at George Brown College that requires students to have a mobile computing device that meets minimum technical specifications outlined by the program. Students are required to purchase and maintain required devices.

Learning Outcomes: Learning outcomes are statements of what a learner is expected to know, understand and/or be able to demonstrate after completion of a course of study. Learning outcomes are clearly stated in the course outline.

Mobile Computing Device (Mobile Device): Portable computing equipment that can connect to the internet (for example, a smartphone or tablet computer).

Policy: A statement of basic principles, rules, regulations and/or guidelines, developed and enforced to direct and/or limit actions and activities.

Procedure: The operational processes required to implement college policy, to be provided as a clear sequence of instructions to be followed.

Program: An approved combination of courses in a subject area(s) that fulfils the requirements for a degree, diploma, advanced diploma, certificate and graduate certificate.

4. Policy

4.1. BYOD Policy

4.1.1. In support of George Brown College's continued commitment to flexible and hybrid delivery methods, access to the following technology is required by all GBC students unless otherwise articulated by a program:

    4.1.1.1. Adequate Internet services

    4.1.1.2. A device with an integrated or external microphone

    4.1.1.3. A device with integrated or external speakers or earphones

    4.1.1.4. In addition, an integrated or external webcam is highly recommended.

4.1.2. The College will require only the technology that students need to succeed in their programs.

4.1.3. Where possible, GBC's Library and Learning Commons (LLC) will provide a limited number of devices to students on a short term, on-campus only, loan basis. (See Procedure section)

4.1.4. The Vice President, Academic [or designate] approves BYOD program requirements. [See Appendix #1 BYOD Approval Process]

4.1.5. Approved BYOD programs will require students to purchase, maintain, and use a mobile device including required software for academic activities, as determined by program specific requirements.

4.1.6. All programs with a BYOD requirement are listed on the BYOD section of the College's website.

4.1.7. Information on mobile device specifications is determined by the Academic Centre and Program Area as necessary and appropriate including (but not limited to) clear references to device usage and specifications.

4.1.8. The selection of the mobile device and hardware requirements for each program must be linked to learning outcomes specific to the field of study.

4.1.9. There is no requirement to buy from a specific vendor or manufacturer if the device meets or exceeds the program requirements.

4.1.10. GBC is not responsible for financing the cost of lost, stolen, or damaged devices.

4.1.11. GBC students, faculty, staff, and community members must comply with the College's policies regarding Information Technology and acceptable use of technology and requirements for multi-factor authorization. GBC

reserves the right, at any point, to remove a device from the College network where there is reasonable basis that the device presents a risk to the College, the student, or others and/or the student engages in persistent or significant unprofessional behaviour in accordance with the aforementioned policies.

4.1.12. Non-compliance can result in disciplinary action as outlined in the [Code of Non-Academic Student Behaviour](#) and all other related College policies.

4.2. Student Responsibilities

4.2.1. All students entering specified programs are expected to have and use a mobile computing device that meets or exceeds the recommended hardware requirements as designated by the program.

4.2.2. Students must have their device ready for the first day of classes and be familiar with its operation and function.

4.2.3. Students are required to install and maintain software and hardware on their device to ensure they are ready for learning.

4.2.4. Students must adhere to GBC's Acceptable Use of Technology and all other related policies.

5. Appendices

Appendix #1 BYOD Approval Process

1. The Vice-President Academic is responsible for ensuring compliance with this policy and, in consultation with the Vice-President, Digital Transformation and Chief Information Officer as well as representation from Information Technology Services (ITS), establishing a minimum expected device requirement for all relevant programs.

2. Deans are responsible for the functional oversight of BYOD in compliance with this policy.

3. Deans (or designates) work with academic program leadership to define the minimum standards for BYOD devices for all programs in their purview.

4. Relevant Dean submits minimum device requirement specification for all relevant BYOD programs for approval (or update) to the VPA (or designate).

5. Upon BYOD approval the relevant Dean designates staff as required to:
   a. Ensure clear communication to students; this includes (but is not limited to) liaising with relevant departments including Marketing and Communications and the Registrar's Office to ensure communication is provided to students on the necessity of purchasing their own device in advance of the start of the relevant program/course.
   b. Clearly communicate this policy to faculty teaching in relevant programs, including full time, part time, partial load, and sessional faculty.

Appendix #2 Library Learning Commons (LLC) Device Lending Procedures

1. Where possible, Library and Learning Commons (LLC) will provide a limited number of devices to students on a short term, on-campus only, loan basis see [Library Learning Commons Policy](#).

2. Students are required to provide digital or physical student ID and complete a one-time "Tech Equipment Loan Agreement" form.

3. LLC reserves the right to determine the length of the loan period and the number of times students can access devices.

4. GBC will provide services to support students to log into college programs and services, including the GBC network and assisting with the installation of GBC applications.

6. Related Policies

- [Library Learning Commons Policy](#).
- [Code of Non-Academic Student Behaviour](#)