1.   Policy Statement

- Mars Institute (MARS) is committed to support Student learning experiences within a blended learning environment. Our classrooms are reliant on technology and Devices to support training methodology.
- The Bring Your Own Device (BYOD) Policy outlines the rights and responsibilities of Students to bring, use and connect their own Devices to MARS networks for use in their coursework at MARS.
- It will be compulsory for all Students to bring, use and connect their own Devices to MARS networks for use in their coursework at MARS.
- To support 30% learning online, Students must have access to reliable internet outside MARS campuses as well.
- The success of our BYOD program is reliant on collaborative practices involving Students and
- Trainers. This Policy outlines guidelines for all stakeholders to understand and implement, so that everyone can become fully engaged in an exciting journey of exploring new frontiers in teaching and learning.
- This BYOD Policy has been developed to inform Students of the roles and responsibilities of maintaining a responsible, safe and effective BYOD Policy.
- This Policy applies to all Students who require the use of a laptop at MARS and who have been granted permission to utilise this ICT Device, MARS Trainers and Staff.
- This policy refers to the use of digital literacy. Digital literacy refers to an individual's ability to find, evaluate, and compose clear information through writing and other media on various digital platforms.
- The CEO or authorised representative of MARS retains the right to determine what is, and is not, appropriate use of BYOD's Device at MARS within the bounds of Victoria and Tasmania Privacy and other legislations.
- The consequences of any breaches of this Policy will be determined by the CEO or the authorised representative, in accordance with MARS's Policies.

2.   Policy Rationale

- For MARS Students to compete on a global stage, they need new skills to prepare them for further study and jobs - many of which have not yet been created. They need skills we call the 4Cs: creativity, communication, collaboration and critical thinking. The rate of change in technology and in society is so rapid that to prepare young people to live, work and be successful, they will need the ability to think both creatively and critically, problem-solve and work collaboratively.
- Students are always at the centre of every decision MARS make in regard to training. Our challenge, as educators, will be to constantly adapt teaching and learning to new technologies and the demands of a global environment for which knowledge and skills are the new global currency. Research suggests that one-to-one computing programs increase Students' motivation and engagement in learning and support Students to see connections to what they are learning and the wider world.
- Studies show that engagement and participation are heightened by use of Information Communication and Technology (ICT) in the classroom and even more importantly, learning outcomes are improved when methods of instruction include ICT.
- The focus of the BYOD program at MARS is to provide tools and resources to the Student. Excellence in education requires that technology is seamlessly integrated throughout the educational program and increasing access to technology is essential for the future. Learning results from continuous dynamic interaction among Students, Trainers and the extended community.

3.   Key Principles

- The term "Device" in this Policy refers to the Laptop or Tablet brought into MARS classrooms, owned by the Student, which has the capability to connect to MARS's Wi-Fi Network. (No mobile phones allowed)

- It is compulsory for Students to bring their own Devices, preferably Laptops, to access their MARS Learning Management System (LMS) and other portals

- Trainers can ask the Students to leave the Classroom if they do not bring their own Device to Class. Only in limited circumstances will MARS have Devices to lend to Students for Compassionate and Compelling circumstances.

- Use of Devices, recording, videos etc at MARS will be governed by this BYOD Policy, the MARS Information and Communication Systems Acceptable Use Policy (ICSAU) and the needs of MARS.

- Internet access will be provided through the wireless networks at no cost to Students enrolled at MARS. However, to support 30% learning online Students must have access to reliable internet outside MARS campuses as well.

- Students are responsible for the care and maintenance of their Devices including data protection and battery charging.

- MARS will not accept any liability for the theft, damage or loss of any Student's Device.

- MARS is not obliged to provide hardware or technical support service for Devices.

- Where MARS has reasonable grounds to suspect that a Device contains data which breaches the BYOD Policy, they may confiscate the Device for confirming the existence of the material. Depending on the nature of the material involved, further action may be taken including referral to the Police and or MARS disciplinary action whichever is appropriate.

- It is important to ensure that Students are aware of their obligations under this BYOD Policy and relevant Policies, prior to using their own Device on the MARS Wi-Fi network. The BYOD Student responsibilities will be explained during the Student orientation session.
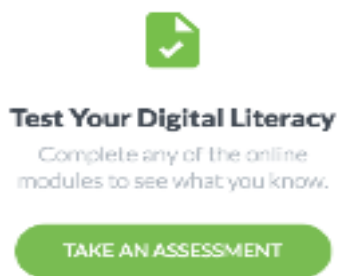
4.   Student Responsibilities

Students are responsible to learn and obtain basic digital literacy (ability to communicate and access information through digital technologies like internet platforms, social media, search engines, emails and basic use of MS office products). The following test is a basic benchmark of your digital literacy capability https://www.digitalliteracyassessment.org/. This simple test can be taken by someone of any skill level, and has 3 sections to attempt, all of which can give you a great idea of where you stand in terms of your digital skills. It comes to you from Northstar, is a program of Literacy Minnesota, whose mission is to share the power of learning through education, community building, and advocacy. This is a great site to find more information and resources after you take the assessment, so you can keep the learning rolling on. This survey has many images and multiple-choice questions, so it works for beginners who are new to using computer technology. This is also particularly useful for learning, because even though you may not know the answer, you can see an image of the things you're unsure about. Their questions are also very interactive; for example, you must click exactly where you would click to add an attachment to an email, from a real example of an email screen. Some main topics include:

- Which devices output from a computer
- Portable storage devices
- How to use email
- What you use a search engine for
- Email and Internet safety
- Word processors
- Secure online shopping
- File type differences
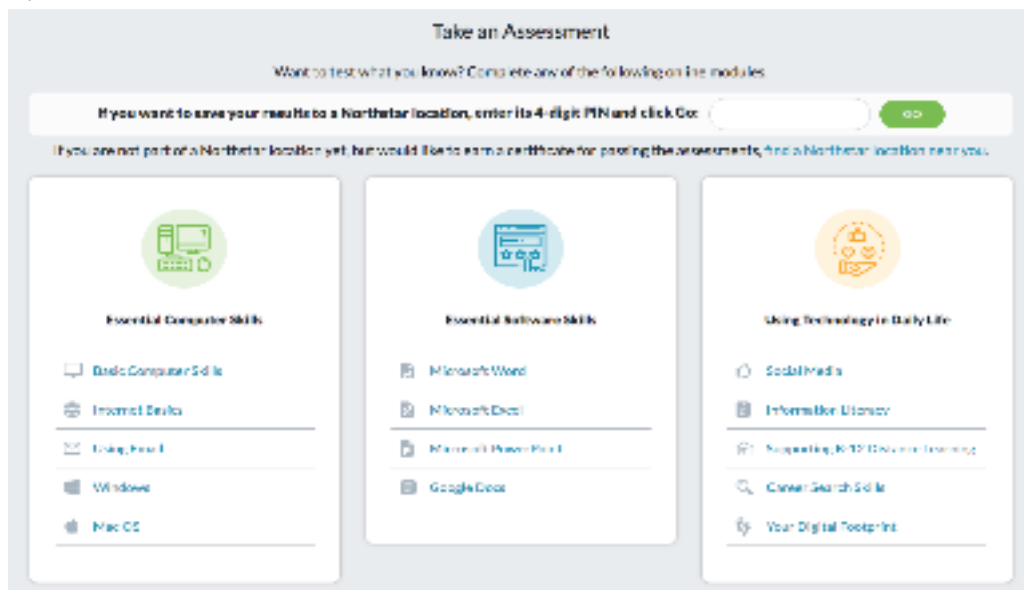- What different digital devices do and what they are good for

A screenshot has been provided to show how to access the test. Please go to website link https://www.digitalliteracyassessment.org/ and click on TAKE AN ASSESSMENT to start the test and it will take you to Take an Assessment as shown below:

Test Your Digital Literacy

Complete any of the online modules to see what you know.

TAKE AN ASSESSMENT

You must attempt all three tests:

- Essential Computer skills
- Essential software skills
- Using technology in daily life

- Students must have internet access when not on an MARS campus for their Device. to-date software, including Microsoft Office, Adobe Acrobat Reader and Adobe Flash Player)
- Students are solely responsible for the care and maintenance of their own Devices.
- Students are responsible for managing the battery life of their Device and acknowledge that MARS is not responsible for charging their Devices. Students should ensure that their Devices are fully charged before bringing them to class.
- Students are responsible for taking insurance coverage of their own Device(s) to protect any accidental damage, theft or loss.
- Students 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.
- Students should not attach any Institute-owned equipment to their Devices without the permission of the Trainer.
- Students are responsible for securing and protecting their Device. This includes protective/carry cases and exercising common sense when storing the Device. MARS is not required to provide designated or secure storage locations.
- Students are responsible for ensuring the operating system and all software on their Device is legally and appropriately licensed.
- When Students are not using their Device, they should be stored in a classroom. Students are encouraged to take their Devices home at the end of each day, regardless of whether or not they are needed. Laptops should not be stored in a vehicle as they can overheat or get stolen.
- Students are to ensure that they use their Device in a responsible and ethical manner.
- Laptops must never be left in a backpack, unlocked car or any unsupervised area
- Students must report any damages that may occur to their Trainer immediately so that the Trainer may investigate

5.   Student Activities Strictly Prohibited Acceptable use of BYO Devices

- Illegal installation or transmission of copyrighted materials
- Any action that violates MARS's ICT Acceptable Use Policy or public law

- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- Accessing and using internet/app-based games within class time that are not deemed educational by the Trainer without prior permission
- Use of messaging services within class time (e.g.: Facebook/Twitter/Videos, Pictures and associated Apps) are not permitted, without the prior permission of the Trainer or MARS.
- Gaining access to another Students' accounts, files and/or data
- Giving out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in fraudulent or other illegal behaviour
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of personal, other Students or the school's range of technology
- Participating in any form of bullying via social media (including, and not limited to texting, emailing, posting and accessing other Students Devices)
- Presence of guns, weapons, pornographic materials, suggestive images, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in removal of content and disciplinary actions.
- Using the MARS network to seek out, access, store or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited. Such use may result in legal and/or disciplinary action.
- Students are not permitted to 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 MARS.
- Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
- Voice calling and text, SMS messaging or Device instant messaging use by Students during the institute hours is prohibited during class time.
- Students must not take photos or make video or audio recordings of any classroom, individual or group without the expressed permission of each individual being recorded and the permission of an appropriate staff member or Trainer

6.   Damage and Loss

- Students bring their Devices onto the institute site at their own risk
- In cases of malicious damage or theft of another Student's Device, processes for damage to MARS or another Student's property apply.
- MARS does not provide accidental damage or theft cover for 3rd party (Student owned) Devices and shall therefore not be liable for any damages or theft that occurs on MARS's premises unless the Device was under the direct control of a Staff member. MARS 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, MARS 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 reception.

7. Technical Support

- MARS Staff are under no obligation to provide any technical support on either hardware or software.
- As part of the BYOD Policy, MARS will offer technical support that will assist in helping Students with connecting to MARS's network and internet. Due to the Device being owned by the Student, all other technical support and warranty issues will need to be sourced by the Student from an external provider.

8. Printing at MARS Campus

- Students will be charged for the printing according to the per sheet printing rate fixed by MARS on a pre-paid basis, as mentioned in the Student Agreement and Fees and Charges document. Printing rate posters will be available above the printer at Student Services.
- Internet access through MARS network will be provided at no cost to Students. However, access to the internet outside the MARS campus must be the responsibility of the Student.
- Access to course resources will be provided through the Learning Management System (LMS) (Moodle) and other published portals.
- Licensed Software will be made available for Students use whilst using MARS 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 guideline for printing via their MARS Gmail account

9. Technology Standards

- Student BYOD Device must meet the following technology standards for maximum efficiency of use at MARS:

Required Specifications:	
Web Browser	Any Modern Web Browser, with Pop Up enabled MARS 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
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	Devices should be updated to antimalware 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. Acceptable Equipment and Communication System Use

- Devices should be used in the classroom as per Trainer's discretion, as the main purpose to use this Device in the classroom should be for education and study purposes.
- Devices should be fully charged. No charging point is available to the Student in the classroom while a class is ongoing.
- Charging station will be provided in the following areas:
- Student lounge at Port Melbourne Campus.
- MARS is not responsible for any lost, stolen, or damaged Device whilst in charge, it is completely the responsibility of the Student to take care of their own Device.
- Students should not create, circulate or participate in attempts that are considered undermined, hack or bypass the hardware and software security mechanisms that are in place at MARS.

11. Borrowing Procedure

- In case of exceptional /emergency situations (Compassionate and Compelling circumstances), a limited number of Laptops can be made available for MARS Students on a first come first serve basis.
- If a Student is required to borrow a Laptop at MARS, they will need to check the availability of Laptop at Reception and request to issue a Laptop, if available.
- The Student will be required to provide their Student ID card for the issuance of the Laptop.
- The Laptop issuing authority will scan the Device for record maintenance purposes before issuing the Device to the Student.
- Borrowed Devices should be returned same day to MARS Reception by Students within campus working hours, as mentioned below:
  - Monday, Tuesday, Wednesday, Thursday (Before 7pm)
  - Friday, Saturday and Sunday (Before 5pm).

Note: Students from China should be made aware that due to Policy between Google and software providers in China, any Device associated with Chinese application store will not be able to download Google Apps. At MARS we require Students to be able to access Google classroom and Google drive. When setting up a new Device, Students should set the region to Australia. Devices must be set to English for the purpose of study at MARS.