Introduction

Monash University English Language centre (MUELC) is very excited to announce the completion of the Monash English and Monash English Bridging Curriculum review. The review has incorporated a complete and thorough analysis of our student’s needs, the pathway skill requirements and the latest academic research into English language acquisition. A major part of the review included an analysis of the technology that is now available to support such a curriculum and as a result in July 2015, MUELC will be implementing a Bring Your Own Device (BYOD) Policy and moving to a blended model of delivery for all our classes.

This model will not only allow for dynamic delivery and immediate access to the latest information, but it will also help bring a new dimension to delivery, allowing students to actively participate in classroom activities, increase student engagement and ultimately learning. For example, students can now participate in real-time drafting and peer correction activities, undertake real-time polls and quizzes and get immediate individualised feedback, and keep a record of their goals and progress through their online Journal. Research shows that finding a way to actively engage your students in the material being delivered results in a much greater retention of knowledge and consequently success; this being our ultimate goal.

Furthermore, incorporating technology into the curriculum also allows for teachers to extend their delivery beyond the classroom and adopt a ‘flipped’ methodology, permitting ideally a greater amount of preparation and revision by the students. The consistent use of devices allows greater flexibility in the timing and delivery of teaching and learning, opening up more time in class to focus on interaction and real-world communication. This provides students with the chance to take charge of their individual learning and actively prepare for class permitting ideally a greater amount of preparation and revision by the students. Use of devices will also permit our students to access Moodle (our Learner Management System) including our digital Independent Learning resources, either at home or on campus more easily.

Finally, our new assessment framework requires our students to prepare presentations, create video stories, complete online quizzes, and write online reflections and essays through their devices and submit these tasks via Moodle. Adopting a BYOD culture will support these exciting new ways to learn.

Terminology

The term “device” refers to laptops and tables, brought into the school, owned by the student, which have the capability of connecting to Monash College’s WIFI network.

Model and Pedagogy

At Monash College we have opted for the “specific requirements” model where the student chooses the device, however, the device needs to meet the stipulated minimum requirements and have specific software or apps, a minimum sized RAM and hard drive. This model was chosen so that all students can achieve the learning outcomes of the MUELC curriculum and have a similar learning experience.
Policy requirements

1. Students are allowed to bring devices to MUELC for the purpose of learning.
2. Use of devices at MUELC will be governed by Monash University IT Policy and Student Code of Conduct.
3. Prior to implementing a BYOD culture, MUELC will provide relevant information to key stakeholders including teachers, students, clients and agents.
4. Students must complete and return a signed BYOD Student Agreement at Orientation.
5. MUELC will stipulate the minimum requirements for a device appropriate for the needs of the students and their achievement of the MUELC curriculum.
6. Prior to implementing a BYOD culture, MUELC will consider/identify strategies to ensure that all students are able to engage fully in classroom activities. This will include strategies to accommodate students without a device.

Access to Monash College’s Wi-Fi network and resources
Internet access through Monash College campuses will be provided through Eduroam system at no cost to students who are enrolled at Monash College or Monash University. Teachers will show students how to access Moodle and printers in class.

Acceptable use of devices
Monash University will retain the right to determine what is, and is not, appropriate use of devices at the school within the bounds of the University’s IT Policy.

- Students must not copy, transmit or retransmit any material that is protected by copyright, without prior permission from the copyright owner.
- Students must not take photos or make video or audio recordings of any individual or group without the express written permission of each individual being recorded and the permission of an appropriate staff member.
- Students must not use the department’s 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 may result in disciplinary and/or legal action.
- Students must be advised that activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.

Where the Centre has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement, the Associate Director of Learning and Teaching may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, school disciplinary action may be appropriate or further action may be taken including referral to the police.

The consequences of any breaches of the Centre’s BYOD policy will be determined by the Associate Director of Learning and Teaching in accordance with Monash University’s IT Policy and the Student Code of Conduct and will be managed in line with the Non-academic Suspension and Exclusions Policy and Procedure.
BYOD Student Agreement

The Centre must ensure that students and their parents/caregivers (for under 18 students) are aware of, and agree to their obligations under the school’s BYOD policy and other relevant departmental policies. Prior to enrolling at Monash College, students must return a BYOD Student Agreement with. The BYOD Student Agreement contains both BYOD Device Requirements and BYOD Student Responsibilities. The BYOD Student Agreement must be signed by the student and by a parent/caregiver (for under 18 students). By accepting the terms of the BYOD Student Agreement, the student and parents/caregivers acknowledge that the student:

- agrees to comply with the conditions of the school’s BYOD policy; and
- understands that noncompliance may result in disciplinary action.

MUELC should retain a copy of the BYOD Student Agreement in print form and it should be kept on file with the student record.

Long-term care and support of devices

Students are solely responsible for the care and maintenance of their devices.

- Students must have a supported operating system and current antivirus software, if applicable, installed on their device and must continue to maintain the latest service packs, updates and antivirus definitions as outlined on the BYOD Student Responsibilities document.
- Students are responsible for ensuring the operating system and all software on their device is legally and appropriately licensed.
- Students are responsible for managing the battery life of their device. Students should ensure that their devices are fully charged before bringing them to MUELC. Monash College will not provide facilities for students to charge their devices but will provide power points to plug in chargers if necessary.
- Students are responsible for securing and protecting their device in Monash College, and while travelling to and from Monash College. This includes protective/carry cases and exercising common sense when storing the device. Lockers are available for students to rent and information on how to do this is provided at orientation.
- Students should clearly label their device for identification purposes. Labels should not be easily removable.
- Students should understand the limitations of the manufacturer’s warranty on their devices, both in duration and in coverage.

Damage and loss

Students bring their devices onto Monash College at their own risk. In cases of malicious damage or theft of another student’s device, existing processes for damage to school or another student’s property apply in line with the Non-academic Suspension and Exclusions Policy and Procedure.

Technical support

Students are encouraged to use eSolution online support to resolve basic IT issues: [http://intranet.monash.edu.au/esolutions/students/](http://intranet.monash.edu.au/esolutions/students/)

This website provides a series of screenshots to help students resolve their own IT issues. If they are unable to resolve their problem using the website they can call eSolutions on 99032777.

03 June 2015
Insurance

Insurance for personal devices is the responsibility of students.

Monitoring, evaluation and review

The BYOD culture and student guidelines will be monitored and evaluated through Student End of Course Evaluations and Focus Groups, Teacher End of Course meetings and the review of student performance data.

The BYOD Policy, Student BYOD Guidelines and the BYOD Student Agreement will be reviewed in May 2017.

Device requirements

Students should come with their own laptop or tablet to enrolment, orientation and class. All students are required to provide their own laptop or tablet. The minimum specifications for are as follows:

It is also expected that student bring their own adaptor (and converter where necessary) to be able to recharge their devices throughout the day when required. Rentable lockers are also available for students to store their device in if they so wish.
**BYOD Specifications for devices (laptops & tablets)**

NB: Please note that these are the *minimum* requirements.

<table>
<thead>
<tr>
<th>Component</th>
<th>Windows Laptops and tablets</th>
<th>Apple Mac Macs and iPads</th>
<th>Android Tablets</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Processor</strong></td>
<td>Intel Core i3, i5, i7</td>
<td>Intel 1.7GHz dual-Core i5/i7</td>
<td>ARM</td>
</tr>
<tr>
<td><strong>Operating System</strong></td>
<td>Windows 7 (in ENGLISH)</td>
<td>OSX Snow Leopard 10.6+ (in ENGLISH)</td>
<td>Android 4.0 Ice Cream Sandwich (in ENGLISH)</td>
</tr>
<tr>
<td><strong>RAM</strong></td>
<td>Laptop: 4GB+ Tablet: 1GB+</td>
<td>Laptop: 4GB+ Tablet: 1GB+</td>
<td>Tablet: 1GB+</td>
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<tr>
<td><strong>Hard Disk</strong></td>
<td>Laptop: HDD or SSD 120GB+</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Tablet: 16GB +1GB RAM</td>
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<td></td>
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<tr>
<td><strong>Wireless</strong></td>
<td>802.11n dual-band</td>
<td>802.11n dual-band</td>
<td>802.11n dual-band</td>
</tr>
<tr>
<td><strong>Video</strong></td>
<td>1366x768 or higher display resolution</td>
<td>1024x768 or higher display resolution</td>
<td>1024x768 or higher display resolution</td>
</tr>
<tr>
<td><strong>Anti-malware &amp; Antivirus</strong></td>
<td>It is essential that each device has up-to-date anti-malware and antivirus software; user can choose.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Software</strong></td>
<td>Microsoft Office 365 University</td>
<td></td>
<td></td>
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<tr>
<td><strong>Internet Browser</strong></td>
<td>Internet Explorer Chrome</td>
<td>Chrome</td>
<td>Chrome</td>
</tr>
<tr>
<td><strong>Browser specifications</strong></td>
<td>Pop-ups enabled</td>
<td></td>
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<tr>
<td><strong>VGA or HDMI</strong></td>
<td>Onboard output included or Use of adaptor accepted</td>
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<tr>
<td><strong>CD drive</strong></td>
<td>Integrated or external optical drive</td>
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<tr>
<td><strong>Preferred App store</strong></td>
<td>Windows Store Australia*</td>
<td>App Store Australia*</td>
<td>Google Play Australia*</td>
</tr>
</tbody>
</table>

*Students from China should be made aware that due to agreements between Google and software providers in China, any device associated with a Chinese application store will not be able to download Google Apps. At MUELC we require students to be able to access 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 MUELC.