RATIONALE

To ensure that every staff member has access to ICT and that our ICT department can keep up with the on-going demands of running a complex service.

It is a requirement that teaching staff have a laptop that they can utilise while working at the college. Our college has invested heavily in ICT infrastructure and programs

**Staff have two options:**

1. Department of Education and Training (DET) Device provisioned through the Notebook for Teacher’s Program (NTP).
2. Bring your own device (BYOD).

## DET Notebook for Teachers Program (NTP)

The Department of Education and Training (DET) provides staff with a way to get a Windows notebook to use when at school and away from school.

Staff that are interested in obtaining a Windows notebook for free from the DET Notebook for Teachers Program need to see our ICT Manager Patrick Balzan (contact details at the end of this document).

### NTP ICT Department Support & Software

**All devices that are on the DET NTP program are FULLY SUPPORTED by the College ICT department.**

This includes:

1. All College and Department licensed software
2. Hardware Warranty support
3. Damage and Theft Cover

### NTP Cost

Staff will not have to bare any cost for joining the Department’s laptop program.

### NTP Laptop

Charles La Trobe College is a school that has heavily invested in Windows based systems and technology. With this all teaching staff that are 0.4 time allocation or more are entitled to this device.

Apple MacBook’s will not be allocated to any staff member from the DET Notebook for Teachers Program (NTP). The main issues are:

1. As stated earlier Charles La Trobe College and Pavilion School are Windows based schools and do not required MacBook’s specifically.
2. DET requires a school to declare their whole fleet as an ‘Apple School’. This is not who we are, and will not be changing this stance.
3. DET requires the school to pay around $900 per a staff member to access an Apple MacBook Device. With the new agreement staff are not allowed to pay under any circumstances. The College just cannot afford this extra expense.

If the staff member was to leave Charles La Trobe College, the DET notebook stays with the school. Unlike previously, where the notebook would travel with the teacher, the new agreement see’s the device allocated to the school not the staff member. This means it remains property of the school for the entirety of the NTP agreement.

## Bring Your Own Device (BYOD)

Some staff may choose to bring their own device which is not a College or DET owned asset. The college accepts that staff may decide to go with this option, though all staff must be aware of the College’s policy on Staff BYOD Devices.

### BYOD ICT Department Support & Software

**Our ICT department will only assist a BYOD device with the following three tasks:**

1. Connect your device to the wireless network.
2. Assist with accessing college printers (Windows Notebook and Apple Macbook devices only).
3. Assist with connecting to Compass and Office 365.

Anything outside of this scope-of-works will need the assistance of an external IT support service.

Guides will be made available to staff for things like; Install Office on Office 365 and setting up Outlook for email access via our help site: <https://cltchelp.zendesk.com>

### BYOD Device Responsibility & Liability

Staff that decide to bring devices including; laptops, tablets and smartphones, from home for use while at the College will be solely responsible for the care of the device.

The College will not hold any responsibility for any loss, damage or technical problem the staff encounters with the staff owned device.

### BYOD Device Damage & Warranty

It will be the staff member’s responsibility to resolve any software, hardware or damage issues with a BYOD staff owned device.

Staff will need to seek assistance from the place of purchase or an external IT support company for any problems they have with the device. The College's ICT Department will not assist in anyway.

### BYOD Device Recommended Minimum Requirements

The following is a set of recommended requirements that the College ICT Department has put forward to ensure staff can effectively use their device with the applications and services the college provides:

|  |  |  |
| --- | --- | --- |
| **Notebook/Laptop/Netbook** | **Tablet** | **Smartphone** |
| * Windows 7, 8.1 or 10 Operating System
* Screen: 11” inch
* RAM: 4GB plus
* Hard Drive: 128GB plus
* Wireless N or AC network adapter
 | * Apple Devices:
* Apple iPad 2 or higher
* Apple Mini 2 or higher
* iOS 8.4 or higher
* Android Tablets:
* Any Android Tablet running Android 4.3 or higher
* Windows Tablets:
* Any Windows Tablet running Windows 8.1 or higher.
 | * Apple Devices:
* iPhone 5 or higher
* iOS 8.4 or higher
* Android Phones:
* Any Android Phone running Android 4.3 or higher
* Windows Phone:
* Any Windows Phone running Windows Phone 8.1 or higher
 |

### BYOD Device Management

Charles La Tobe P-12 College reserves the right to:

1. Install management and/or security software onto the staff owned device. This clause is Department of Education and Training (DET) policy for any device connected to the Department’s network.
2. Monitor staff owned device activities while connected to the CLTC Wireless Network and Internet Service.
3. Remove user access to the CLTC Wireless Network and Internet Service, should the staff member breach the Department of Education ICT Acceptable Use Policy.

Evaluation

This policy will be reviewed every three years or if guidelines change (latest DET updates various as above) and in line with changes to Staffing Agreements.

Ratification

This policy was ratified by the College Council on15th February, 2018.

Reference
Nil