Bring Your Own Device (BYOD) Student Responsibilities Policy

Effective Date	N/A
Approved Date	3 November 2021
Supersedes	N/A
Next Review Date	November 2024
Policy Owner	Head of Digital Technologies
Policy Authoriser	Director of Teaching and Learning

TRINITY COLLEGE BRING YOUR OWN DEVICE (BYOD) STUDENT RESPONSIBILITIES

This document exists to highlight students' key responsibilities in relation to the Trinity College BYOD program. further information surrounding students' BYOD responsibilities can be found in the **'Trinity College BYOD Acceptable Use Policy'.**

OPERATING SYSTEM AND ANTI-VIRUS

Students must have current antivirus software installed on their device and must continue to maintain the latest service packs, updates and antivirus definitions.

The College highly recommends that students use either Microsoft Defender Antivirus or Malwarebytes to ensure that their device remains fully compatible with our network.

- The College has partnered with Malwarebytes to give students free access to premium cybersecurity.
- Students should navigate to: https://my.malwarebytes.com/en/portal/email to activate their free Malwarebytes license.

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

SOFTWARE APPLICATIONS

Students must download and install a copy of Microsoft Office on their BYOD device. The College will provide students with up to five Microsoft Office licenses; these licenses can be used to install Microsoft Office on up to five devices that are used within the student's home.

Students have the option to install a copy of the Adobe Creative Cloud applications on their BYOD device.

It may be necessary for students to install additional software depending on the course being taken. Please do not purchase any additional software for use within the College unless it appears as an item on the booklist.

GOOGLE WORKSPACE FOR EDUCATION

Students must always use their Trinity College Google Workspace for Education account when accessing Google's services at the College.

BATTERY LIFE AND CHARGING

Students are responsible for managing the battery life of their device. Students must ensure that their device is fully charged before bringing it to the College. The College is not responsible for providing facilities for students to charge their device.

DATA BACK-UP

Students are responsible for backing-up their own data and should ensure that this is done regularly. Students should save their academic data using the Microsoft OneDrive cloud storage facility provided by the College.

THEFT AND DAMAGE

Students are responsible for securing and protecting their device while at the College and while travelling to and from the College. This includes protective/carry cases and exercising common sense when storing their device.

MAINTENANCE AND SUPPORT

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

Loan devices may be available when hardware failures occur to BYOD devices purchased from a retailer. Students must provide the BYOD Help Desk with a repair agent receipt before a loan device can be issued for the duration of the repair.

INSURANCE / WARRANTY

Student devices are not covered by Trinity College's insurance. Insurance is the responsibility of parents/caregivers and students.

Students should read and understand the limitations of the manufacturer's warranty on their device, both in duration and in coverage.

SECURITY AND DEVICE MANAGEMENT

Students should protect their device using a strong password to access the operating system.

Microsoft considers a strong password to contain a minimum of 12 characters, a combination of upper- and lower-case letters, and the inclusion of numbers and non-alphabetic characters such as '!'.

Students should not divulge their password (or anyone else's password) to any other person.

Students should only use their own network log-in details and should never share them with others. Any action using a user's password will be assumed to have been actioned by that user.