

Information, Communications and Technology Services

Bring Your Own Device (BYOD) Guideline



**MANUKAU
INSTITUTE OF
TECHNOLOGY**
Tū Whare Takitara o Manukau

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1. REVISION AND APPROVAL

1.1 Document Revision Control

Version	Date	Author	Summary of changes
.001	13/07/2016	Louise Dye	Document sent for review to ICTS Team
.002	18/07/2016	Louise Dye	Document reviewed at ICTS Team Meeting
.003	01/08/2016	Louise Dye	Ready for distribution to Faculties
.004	26/10/2016	Melanie Visser	Updated document by adding latest programmes and courses, edited document and made formatting changes.
.005	11/11/2016	Melanie Visser	Updated document with feedback from FOBIT

2. ACCEPTABLE USE GUIDELINE

2.1 Purpose

The purpose of this document is to provide a set of standards and rules for the use of personally owned devices brought into MIT by students for the purposes of learning.

It also applies to staff who may prefer bringing their own device into MIT for work or study purposes.

Furthermore, this guideline is intended to protect the security and integrity of MIT's data and technology infrastructure.

The term 'device' refers to laptops, tablets and other devices brought onto campus which are owned by the student or staff member, and have the capability of connecting to MIT's wifi network.

3. GUIDELINE

MIT will implement the following controls for BYOD devices:

MIT supports and encourages bring your own device (BYOD) on the wireless network. However, the use of personal mobile phones, tablets, portable computers, laptops etc must comply with these guidelines and the assertions outlined in MIT's ICTS policies namely:

- Acceptable Use Policy (ICT1).
- eMail Policy (ICT3).
- Internet Policy (ICT4).

3.1 Damage and Loss

Students are encouraged to bring their own devices into MIT. However, it must be understood that it is at their own risk.

MIT is **not** liable for the physical protection, replacement or repair of personal devices.

Students and staff in possession of portable devices must not leave their devices unattended.

3.2 Purchasing Supported Devices

Staff and students need to purchase their own devices.

It is the responsibility of the student to ensure they have a supported operating system and current antivirus software installed on their device. All software running on the device must be legally and appropriately licensed.

MIT has appointed the following agents to assist in the sale and support of personal devices:

- PB Technologies (Manukau).
- Noel Leemings (Multiple locations).

Preferential prices may be given to students/staff for repairs and purchases at these retail outlets, provided a valid student ID card is produced.

Students/staff should consider the size and weight of the device before making a purchase. Smaller devices can be more portable, but they may not have the processing power required for their programme of study. When choosing a device, students should consider the minimum technical specifications required for their programme of study (see Annexure A and B), and the locations where the device will be used.

Students should also be aware of warranty period of the device. They should also check to see if the manufacturer offers an international warranty rather than one limited to the country in which the device was purchased.

3.3 Minimum System Requirements

In order to access MIT's network for study purposes, devices must meet certain requirements.

Refer to Annexure A for the list of supported devices recommended by MIT.

It is important to note that students and staff are solely responsible for the care and maintenance of their own personal devices.

MIT is **not** responsible for providing training or technical support on your device if it is below minimum specification. This includes any of the following potential issues:

- Slow performance.
- Physical damage.
- Virus infections.
- Upgrades to hardware or software.
- Reimaging.
- Operating system failure.
- Application support/training.

Random access memory (RAM) and processing speed must conform to the minimum requirements of the programme of study.

3.4 Portable Device Security Requirements

MIT does **not** sell antivirus software for personal computers and BYOD devices. However, packages can be purchased from the above mentioned designated agents.

A list of recommended antivirus software is available at: <https://www.av-test.org/en/>

MIT's security standards will be enforced as per our Acceptable Use Policy (ICT1) on all devices connecting to or synchronizing with MIT's computer systems and networks, and is not able to be changed irrespective of who owns the device.

Personally owned communication devices may not be connected to or synchronized with MIT's computer systems or networks, unless the device owner agrees to the security requirements regarding the management of the device.

BYOD security requirements may include:

- Agreement for MIT security software/certificate to be applied to the device in order to gain wifi access.

MIT recommends the following security settings be set by users:

- PIN or password protection.
- Autolock.
- Anti-virus software installed.
- Personal firewall installed where available.
- Encryption turned on.
- Disabling non-essential communications functionality.
- Auto update of the operating system.

3.5 Remote Access

Remote users will only be permitted access to applications and systems that they have been given approved access to, for the purpose of fulfilling their obligations to MIT. Remote connections must initially be configured by ICTS staff to securely authenticate users in accordance with internal security requirements. Only enrolled students or approved guests will be permitted to connect to MIT's internal computing resources.

The following URL <https://apps.manukau.ac.nz> is the preferred remote access portal for all students and staff at MIT.

Almost all of the prescribed software required for study programmes will be available via this portal, as well as access to the H:Drive (personal storage space on the MIT network).

All other remote access will be unauthorised.

3.6 Hosted Software via Citrix

In order to accommodate a BYOD environment, ICTS has provided a technology platform called Citrix that allows all end users (students and staff), the ability to receive the desired applications for their programme of study on any type of device.

The hosted desktop will provide a default set of applications packaged into a desktop. This desktop will accommodate 80% of student and staff needs across all MIT's campuses' and deliver a consistent user experience across all faculties and devices.

This means that most students will not need to purchase any additional applications for the duration of their study at MIT.

Some software used in specialist laboratories i.e. networking and multimedia labs, is not available via the Citrix remote access portal. These applications are only available on specialist laboratory computers.

Citrix sessions left inactive for a period of 15 minutes should be protected by a password protected screen saver and the connection will time out after 30 minutes of inactivity.

3.7 Office 365

MIT students and staff have access to Microsoft's Office 365 Pro Plus package at no cost.

This package allows students to download Word, PowerPoint, Excel and Outlook on up to five separate devices.

Along with the latest software, some free cloud storage is also provided.

3.8 Google Apps for Education

MIT students and staff have access to the Google Apps for Education suite at no cost.

3.9 Summary of Applications Provided to Students and Staff

MIT Citrix Portal	Microsoft Office 365 Package	Google Apps for Education
<ul style="list-style-type: none"> • Adobe Acrobat PRO DC • Chrome • End Note • Firefox • MS Office Suite 2013 (Word, Excel, PowerPoint, Outlook) • MS Project 2013 • MS Visio 2013 • VLC Media Player • WinRAR 	<ul style="list-style-type: none"> • Access (<i>Windows users only</i>) • Excel • OneNote • Outlook • PowerPoint • Publisher (<i>Windows users only</i>) • Word 	<ul style="list-style-type: none"> • Calendar • Classroom • Docs • Drive • Gmail • Sheets • Sites • Slides • Vault

3.10 Eduroam

Eduroam allows students, researchers and staff from participating institutions to obtain internet connectivity across campus and when visiting other participating institutions by simply opening their laptop, or turning on their phone.

Eduroam separates the concepts of authentication (identity providers) and hotspots (service providers) allowing public, commercial or city wifi initiatives, in addition to research and education institutions.

Eduroam is free for its users. The providers of eduroam hotspots make the service available to benefit all members of the research and education community.

For more information on Eduroam, view the following link:

<https://reanz.co.nz/services/network-cloud-services/eduroam/>

3.11 MIT's Right to Monitor and Access All Computer Systems

In order to protect MIT property, people and technology and ensure compliance with legal and statutory obligations, monitoring the use of MIT computer systems will be undertaken. This will apply whether MIT systems are accessed at a MIT site, at home or any other location.

Monitoring may include any of the following:

- i. The content and usage of MIT email (as per MIT's eMail Policy).
- ii. Internet usage and participation in discussion forums to: (as per MIT's Internet Policy).
 - Identify inappropriate use.
 - Protect system security.
 - Maintain system performance.
 - Protect the rights and property of MIT.
 - Determine compliance with MIT guideline.

iii. Network traffic including:

- Email and internet usage.
- Usage data such as account names, source and destination accounts and sites.
- Dates and times of transmission or access.
- Size of transmitted material.
- Other usage related data.

iv. Remote access.

Information obtained whilst monitoring is occurring, may be used for the purposes of accounting, troubleshooting and systems management, and where appropriate, disciplinary action.

3.12 Battery Life of Device

Students/staff are responsible for managing the battery life of their device. They must ensure that their devices are fully charged before bringing it to MIT. Power points for charging devices are available in some common areas and classrooms.

ANNEXURE A

SUPPORTED DEVICES BY MIT

Please note: These are the minimum requirements for **new** devices that will be supported by MIT (i.e. any devices purchased from January 2017 onwards).

MIT will not be responsible for any liability or access issues that may arise on devices with lesser specifications than those listed below (unless purchased before January 2017).

Device Type	Laptop			Tablet	
Operating System	<u>Windows</u>	<u>MAC OS</u>	<u>Chrome OS</u>	<u>Apple iOS</u>	<u>Android</u>
	Windows 10	OSX 10.11	Chrome OS	iOS 10	Android V4.4/5/6
Browser	Microsoft Edge Firefox Chrome	Safari Firefox Chrome	Chrome	Safari	Firefox Chrome
Processor (CPU)	Intel i3 & above (or equivalent e.g. AMD)			n/a	1.2GHz Quad Core
RAM	4 GB or more			n/a	2GB
Minimum Display Resolution	Standard HD 1920 X 1080			9 inch 2048 X 1536	10 inch 1920 X 1080
Wifi Capability	802.11n dual band				
Storage	120 GB			16 GB or more	
Antivirus	It is the user's choice which antivirus software is installed, but it is essential that each portable device has up-to-date antivirus software. Refer to section 3.4 for MIT recommended free antivirus programmes.				

Important note: Please refer to Annexure B for those programmes requiring a higher CPU.

ANNEXURE B

SUGGESTED MINIMUM DEVICE BY FACULTY AND PROGRAMME

Faculty of Consumer Services

School and Programme	Windows	Mac OS	Chrome OS	Apple iOS	Android
School of Baking					
MN1841 – New Zealand Certificate in Baking				X	
MN1842 - New Zealand Certificate in Baking				X	
MN1844 - New Zealand Diploma in Baking				X	
NC0589 - National Certificate in Baking				X	
School of Culinary & Hospitality Studies					
MN0571 - Certificate of Achievement in Trades Academy				X	
MN1010 - Catering and Hospitality Technical & Further Ed				X	
MN2100 - New Zealand Certificate in Cookery				X	
MN2101 – New Zealand Certificate in Cookery				X	
MN2102 - New Zealand Diploma in Cookery				X	
MN2103 – NZ Certificate in Accommodation				X	
MN2104 - NZ Certificate in Food & Beverage Service				X	
MN2105 - NZ Certificate in Food and Beverage				X	
MN2111 - NZ Certificate in Hotel Reception				X	
MN4378 - MIT Certificate in Hospitality Operations				X	
MN4430 - MIT Diploma in Hospitality Management				X	
MN4507 - MIT Certificate in Cafe & Restaurant Operations				X	
School of Hairdressing					
MN1006 - Hairdressing Technical and Further Education				X	
MN4489 - MIT Certificate in Introductory Hairdressing				X	
MN4490 - MIT Certificate in Hairdressing Fundamentals				X	
MN4491 - MIT Certificate in Hairdressing				X	

School and Programme	Windows	Mac OS	Chrome OS	Apple iOS	Android
School of Primary Industries					
MN0527 - MIT Diploma in Horticulture				X	
MN1007 - Horticulture Technical and Further Education				X	
MN4459 - MIT Certificate in Horticulture				X	
MN4495 - MIT Certificate in Landscaping				X	
NC0797 - National Certificate in Conservation				X	
NC1013 - National Certificate in Horticulture				X	
NC1036 - National Certificate in Apiculture				X	
NC1069 - National Certificate in Apiculture				X	
NC1150 - National Certificate in Floristry				X	
NC1151 - National Certificate in Floristry				X	
NC1468 - National Certificate in Agriculture				X	
NC1471 - National Certificate in Horticulture				X	
NC1475 - National Certificate in Parks and Reserves				X	
NC1533 - National Certificate in Horticulture)				X	
NC1534 - National Certificate in Horticulture				X	
NC1667 - National Certificate in Primary Sector				X	

Faculty of Business and Information Technology

Important note:

- Devices required for business studies should be i3 or above.
- Devices required for IT programmes should be i5 or above.

School and Programme	Windows	Mac OS	Chrome OS	Apple iOS	Android
Business Portfolio					
MN4516 – MIT Diploma in Business	X	X			
NC5121 – NZ Diploma in Business	X	X			
NZ4259 – NZ Diploma in Business	X	X			
NM4443 – MIT Graduate Diploma in Professional Accounting	X	X			
MN4536 – Graduate Diploma in Accounting	X	X			
MN4557 – Graduate Diploma in Arts Management	X	X			
MN4537 – Graduate Diploma in Human Resource Management	X	X			
MN4538 – Graduate Diploma in Sales and Marketing	X	X			
MN4539 – Graduate Diploma in Operations and Production Management	X	X			
MN4549 – Graduate Diploma in Communication Management	X	X			
MN4541 – Graduate Diploma in Event Management	X	X			
MN4555 – Graduate Diploma in Project Management	X	X			
MN4554 – Graduate diploma in Hospitality Management	X	X			
MN4556 – Graduate Diploma in Applied Management	X	X			
MN4553 – Graduate Diploma in Tourism Management	X	X			
MN4553 - Bachelor of Applied Management	X	X			

School and Programme	Windows	Mac OS	Chrome OS	Apple iOS	Android
Business Administration Portfolio					
NZ2452 – NZ Certificate in Business (administration and technology)	X	X			
NZ2461 – NZ Certificate in Business (administration and technology)	X	X			
MN2303 – NZ Certificate in Contact Centre	X	X			
NZ2455 – NZ Certificate in Business (accounting support services)	X	X			
Tourism Portfolio					
MN4505 – Diploma in Pacific Rim	X	X			
MN2199 – NZ Certificate in Tourism (visitor experience, tourism and travel strands)	X	X			
NZ2202 – NZ Certificate in Tourism (operations endorsements)	X	X			
NZ2339 – NZ Diploma in Tourism - Maori	X	X			
Digital Technology Portfolio					
CH4027 – NZ Certificate in Information Technology	X	X			
CH4023 – Diploma in ICT	X	X			
MN4533 – Bachelor of Information and Communication Technologies	X	X			
MN4534 – Graduate Diploma in ICT	X	X			
NZ2594 – NZ Certificate in Information & Technology Essentials	X	X			
NZ2596 – NZ Diploma in Information Technology Technical Support	X	X			
NZ2601 – NZ Diploma in System Administration	X	X			
MN4563 – Bachelor of Digital Technologies	X	X			
MN4564 – Graduate Diploma in Networking	X	X			
MN4565 – Graduate Diploma in Software & Web Development	X	X			
MN4566 – Graduate Diploma in Data Analytics	X	X			

Faculty of Maritime and Logistics

Programme	Windows	Mac OS	Chrome OS	Apple iOS	Android
NZ Diploma in Marine Engineering (both Cadet and Professional courses)	X	X		X	X
NZ Certificate in Maritime (AB Engine and ETR)	X	X		X	X
NZ Diploma in Electro technology	X	X		X	X
NZ Diploma in Yacht Operations	X	X		X	X
Certificate in International Logistics	X	X		X	X
Diploma in International Logistics (forwarding)	X	X		X	X
Diploma in International Logistics (shipping)	X	X		X	X
Certificate in Supply Chain Management	X	X		X	X
Diploma in Supply Chain Management	X	X		X	X
Graduate Diploma in Supply Chain and Shipping Management	X	X		X	X