



## Faculty of Pharmacy and Pharmaceutical Sciences Bring Your Own Device (BYOD) Guidelines

Mobile devices such as laptops and tablets, are essential to the way we teach and learn at Monash. Because everyone has their own IT preferences, we've introduced a Bring Your Own Device ("BYOD") policy giving you the freedom to choose a device to suit your circumstances, and the way you work. The BYOD Policy was introduced from 2017 for all commencing Pharmacy students and from 2018 for all Pharmaceutical Science students. It applies to Graduate Entry Pharmacy) students from 2019.

You should bring your device to all lectures and classes when required. For the purposes of this document a "device" refers to a student-owned laptop or tablet computer, that meets the recommended minimum specifications as outlined below. Please note that the device must be able to drag and drop. Currently this is not available on standard iPad devices, and as such, the standard iPad does not meet the minimum specifications.

A bursary is available to assist students suffering financial hardship to purchase an appropriate device. Details on eligibility are below. Note: Graduate Entry (Pharmacy) students are not eligible for the bursary but the BYOD policy still applies.

### Your Responsibilities

When using your device during class time, you are responsible for:

- familiarising yourself with, and achieving competency in, its software and hardware features;
- ensuring its operational state. This includes all hardware components of the device, and maintaining up-to-date antivirus software, the latest operating system service packs and updates, and current software application updates. Please apply all updates before bringing your device to class;
- ensuring its operating system and all installed software is legally and appropriately licensed;
- managing its battery life. Fully charge your device before bringing it to class. It's expected you'll have your own power adaptor to recharge your device if required;
- securing and protecting it. Use a protective case and exercise common sense when storing your device. Clearly label the device for identification purposes;
- understanding the limitations of the manufacturer's warranty, both in duration and in coverage;
- ensuring your University-provided user accounts are operating and not encumbered. This should be done before you come to class and includes knowing and previously testing your passwords or passcodes;
- familiarising yourself with and understanding the Universities "*Acceptable Use of Information Technology Facilities by Students Policy and Procedures*" documents <http://www.policy.monash.edu/policy-bank/management/its/acceptable-use-of-information-technology-facilities-by-students-policy.html>

### Damage or loss

Students bring their devices onto Monash University at their own risk. Insurance for your device is your responsibility.

### Support for devices

You are encouraged to use the following eSolutions online resources to resolve IT issues:

- [IT Information for students](#)



<https://www.monash.edu/esolutions/students/information-for-students>

your problem online please visit the

## **eSolutions Student Service Desk**

Monash Connect  
Building, 401, Ground Floor  
Parkville Campus

eSolutions provide a 'best effort' service in support of student devices. This includes:

- connection to wireless networking and printing;
- password resets;
- assistance with self-service software installation.

Support provided **does not** include:

- procurement advice and support;
- operating system builds and updates;
- software installation and support for open source and non-Monash licenced software;
- assistance with data backup and retrieval;
- diagnosing hardware issues.

Internet access at Monash University campuses is provided through the Eduroam system at no cost to enrolled students. You'll be shown how to access the required learning resources in class.

## Bursary eligibility

Students entering undergraduate Pharmacy and Pharmaceutical Science will be considered for an \$800 Faculty bursary. This is intended to be applied to your purchase of a device meeting the minimum specifications (see BYOD specifications).

The following eligibility criteria applies:

1. University Admissions has identified the student as an applicant with SEAS (Special Entry Access Scheme) adjustment – specifically confirming financial hardship and entry adjustments applied accordingly
2. Academic Student Services has confirmed enrolment for the student as a first-year Pharmacy course enrolment.
3. Academic Student Services has contacted the student with an offer form - *Faculty Bursary for purchase of a mobile device* - by Monash University email.
4. The identified student has accepted the offer by completing and returning the offer form - *Faculty Bursary for purchase of a mobile device* – by the census date 31 March of the year of commencement into the Pharmacy or Pharmaceutical Science course (year level 1).

No other eligibility requirement is needed.



who do not meet the eligibility requirements can contact Monash Connect via ask.Monash concerning Financial Aid and a Monash Connect Advisor will outline options for assistance.

## Minimum device specifications

In order to achieve the learning outcomes of the curriculum, and to have a similar learning experience, your device should meet these minimum requirements of operating system, installed software applications, memory and storage.

Component	Windows laptop/tablet	Apple laptop
Processor	Intel Core i5 or i7	
Operating System	Windows 10 <sup>1</sup>	OS X 10.12 <sup>1</sup>
Memory	4GB	
Hard Disk	250GB	
Wireless	802.11n dual-band or 802.11b/g/n	
Display	12" screen with 1366 x 768 screen resolution	
Software	Microsoft Office 365 <sup>2</sup>	
	A reputable anti-virus program	
Web Browser	Microsoft Edge or latest version of Firefox or Chrome	Safari 9.0.2 or latest version of Firefox or Chrome

1. Devices and software must be set to English for the purpose of study at Monash
2. Microsoft Office 365 available for free. For details visit <http://intranet.monash.edu.au/esolutions/software/catalogue/office365-home.html>