CANADIAN COLLEGE OF TECHNOLOGY AND BUSINESS

Policy Title: Bring Your Own Device (BYOD) Policy

Approved by: Campus Director

Executive(s) Responsible: Academic Director

Administrator(s) Responsible: Academic Manager and Academic Assistant

Revision Date: N/A

Effective Date: May 5, 2023

Next Review Date: May 5, 2024

Institution Number: 4119

Background & Scope

The BYOD delivery model requires students to have a laptop computer that meets the technical specifications outlined in this policy. Programs delivered at the Canadian College of Technology and Business (CCTB) have program specific computer requirements to ensure efficiency and facilitate student learning and success in the college.

Purpose of the Policy

This policy outlines minimum & recommended technical specifications for students' laptops, that must be met for students to be enrolled in any CCTB program and successfully complete their course of study.

Policy Statement

1. Laptop Requirements

- Laptops must have at least a 13" screen;
- Windows 10 (or more recent version) must be installed;
- Intel Core i5 or greater processor, i7 recommended;
- At least 8GB of RAM;
- 256GB or 256GB + External Hard Drive (HD);
- Wireless standard 802.11n or 802.11ac;
- Webcam;
- Chrome/Firefox/Edge as default web browser;
- Power cord for recharging;
- 2-hour or greater battery life. Classrooms may have limited access to power outlets; and
- Optional: touch screen option on computer and stylus.

2. Software Requirements

CCTB provides students with access to Office365 and access to other relevant software.

3. Requirements for Peripherals

Headset and mic:

- Headset with microphone (reasonable audio quality). A separate microphone provides better sound quality for others when using the computer for video/conference calls;

Optional items (not required, but recommended if budget permits):

- Secondary monitor: to provide a second screen (using extended screen on Windows). This is very useful when viewing multiple documents. This is highly recommended; and
- Tablet: touch screen devices such as an Android tablet or iPad. This is useful for ebooks and other course reference materials. Tablets are **not recommended** as your only computing device at CCTB.

Document History

Date	Approval/Review/Key Change(s)