

Policy Title: Bring Your Own Device (BYOD) Policy

Approved by: Campus Director

Executive(s) Responsible: Senior Educational Administrator

Administrator(s) Responsible: Academic Manager and Academic Coordinator

Revision Date: December 22, 2026

Effective Date: January 02, 2026

Next Review Date: December 31, 2026

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

To ensure optimal performance and compatibility, laptops must meet the following minimum requirements:

- **Operating System:** Windows 11 with the latest updates installed
- **Processor:** Intel Core i5 (or equivalent) minimum; Intel Core i7 (or equivalent) recommended
- **Memory (RAM):** 8 GB minimum; 16 GB recommended for better multitasking and performance
- **Storage:** 256 GB HDD minimum; 512 GB SSD recommended. External hard drives are not permitted
- **Wireless Connectivity:** Wi-Fi standard 802.11ac or higher
- **Camera:** Functional webcam for video conferencing and remote activities

2. Software Requirements

CCTB provides students with access to Office365 and access to other relevant software upon start of classes.

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;

4. Devices deviating from policy requirements

Students who intend to use devices deviating from policy requirements will need prior written approval from the Academic Department before starting classes. Students who receive approval to use such devices recognize and accept that technical support will be limited and cannot be guaranteed.

Optional items:

- 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 the only computing device at CCTB.

Document History

Date	Approval/Review/Key Change(s)
04 Dec 2024	Updated minimum specifications
22 Dec 2025	Added clause for devices deviating from policy requirements