



ADELE
Australian Defence Education Learning Environment

Learner Centric
Cooperation
Critical Thinking
Collaboration

ADC Weston Campus - Bring Your Own Device (BYOD) Guidance and Policy

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This guidance supports all Users of the ADELE LMS and/or Google Apps, now called G_Suite1, who are enrolled in courses conducted at the Australian Defence College (ADC) at the Weston Campus, Canberra. This includes:

- Defence Strategic Studies Course
- Australian Command & Staff College(Joint)
- Royal Australian Navy Staff Acquaint Course
- Australian Command & Staff College (Reserve)
- Peace Operations Training Centre

Overview

Courses at the ADC Weston Campus are delivered through internet-based (cloud) technologies.

1 "G Suite – Gmail, Drive, Docs and More - Google Apps." 2016. 6 Oct. 2016
< <https://gsuite.google.com/together/> >

The ADC expects Users accessing these technologies - both on-campus and off-site - to use

their own personal computing device to support their learning. This 'Bring Your Own Device' (BYOD) policy has been operating successfully at ADC now for several years and it offers students the freedom to choose the brand, style and specifications of the personal device they will use. Our only requirement is that the device meets the minimum requirements and specifications listed within this document. Users are responsible for ensuring that they have a basic proficiency in using their device and that they have the capacity to manage, within reason, disruptions in their connectivity based on matters beyond the control of the ADC.

***Please Note :** You are responsible to adhere to the guidance set out below. Failure to do so may adversely affect your ability to complete your course. If you consider that you may be unable to adhere to this guidance, you may need to reconsider your suitability to remain enrolled in your designated ADC course. You should discuss concerns with your Course convenor.*

Network Connectivity

Your device must be capable of connecting to the internet via the ADC WiFi network (802.1x standard). As the ADC learning environment is entirely cloud (internet) based, all of your residential work will be conducted via the local WiFi and internet gateway. The cloud based technologies you will use on course include:

- Defence G-Suite Domain
- [ADELE - Defence Learning Management System - https://adele.edu.au](https://adele.edu.au)
- [Wattle - ANU Learning Management System \(ACSC\(J\) only\) - https://wattle.anu.edu.au](https://wattle.anu.edu.au)

Operating System

For Microsoft Windows Devices

Windows 7 or above only. Windows Vista and XP operating systems are no longer supported. Service pack and general updates to your device should be enabled – <http://www.update.microsoft.com/>

For Apple Devices

MacOSX version 10.10.3 and above is preferred for Mac laptops. iOS version 8.3 and above is preferred for Apple iPad, iPad mini, and iPhone.

*You can **find** your **operating system version** through the "About This Mac" menu item. To **locate** this menu item click on the Apple icon in the upper left-hand corner of your desktop and then click on the "About This Mac " menu item: and the "About This Mac " dialog box will launch.*

Android Devices

Android version 4.1.x and above is preferred for Android phone and tablet devices.

For Linux Devices

Linux (i.e. Ubuntu) operating systems are not endorsed unless the owner is highly proficient in the configuration of these systems for network connections.

Device Administration Rights.

All students are encouraged to ensure they have local administrative rights on their devices to ensure any configuration changes required to work with the ADC WiFi network or internet gateway proxy at Weston Creek can be performed.

***IMPORTANT:** Operating systems using hacked or non-genuine licences will not be supported. Jailbroken or rooted mobile operating systems will not be supported.*

Screen Size and Keyboard.

The requirement to prepare a number of substantial academic papers throughout the year should be an important consideration in your choice of personal computing device. While a tablet or smartphone may be suitable for accessing course-related emails and documentation, these devices are generally unsuitable as word processing tools to prepare substantial course submissions. Most students find that a good-sized keyboard and screen are essential for research and essay preparation.

Software requirements

AntiVirus

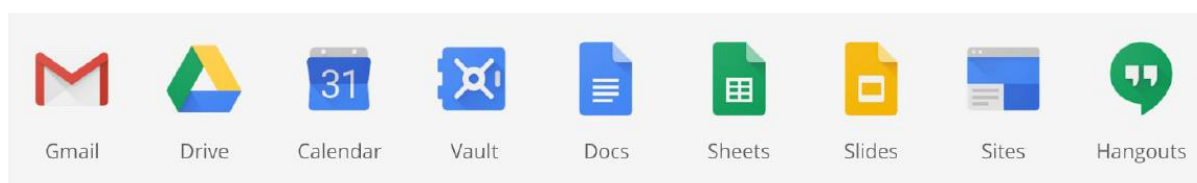
Your device must have antivirus software installed that is correctly licensed and configured to receive updates as they are issued. Devices that do not have updated AntiVirus software installed are at risk of compromise and may significantly affect your studies if they become inoperable.

Note: ACSC(J) Course Members and Staff can download Sophos anti-virus software-available for Microsoft Windows, Apple OSX and Linux/Unix-free of charge for all personal computers as part of the University's secondary use right licensing. You will be able to use this included service once you are provided with your ANU student ID on march-in.

<https://services.anu.edu.au/information-technology/software-systems/sophos-anti-virus>

Office Software

Defence will provide an account to a Defence managed and controlled G-Suite domain. Within this cloud environment you will be provided a number of online productivity tools using Google applications and services.



In addition to cloud services and applications provided by Defence you are required to ensure that you have installed a Microsoft Office (2010 or above) or equivalent suite of tools on your device. This software will ensure you have the appropriate formatting options to correctly format formative assessment items to an academic standard.

It is important to note that G-Suite Apps such as Docs, Slides and Sheets are not necessarily a replacement for Microsoft Office applications such as Word, Powerpoint and Excel. G-Suite Applications should be viewed as an additional set of tools for you to use during your course in conjunction with locally installed office applications.

Note: ACSC(J) Course Members and Staff can download a copy of Microsoft Office 2013 or 2010 for free, for use on personal devices. You will be able to use this included service once you are provided with your ANU student ID on march-in.

<https://services.anu.edu.au/information-technology/software-systems/microsoft-office-365/how-to-do>

Web Browser

The online services and applications you will use for the duration of your course use the latest

web standards for delivery and access of content. The web browser you have installed on your device will arguably be the most important piece of software you use within a cloud based learning environment.

What is a web browser? - <https://youtu.be/BrXPcaRIBqo>

When using G-Suite for your course with Defence, we *strongly* recommend using Google Chrome browser for the best experience. Click here to learn more or go to <http://www.google.com/chrome/education/browser/user/>

The latest versions of the following web browsers may also be suitable for use at the ADC:

- Safari
- Firefox
- Opera
- Microsoft Edge

*Please Note: Support and guidance to Staff and Course Members will be provided to those using the Chrome Browser only. We highly recommend that you do **not** use Microsoft Internet Explorer*

What is Moodle?

Moodle is an open source learning management system (LMS). Further information on Moodle is available at: <https://www.youtube.com/watch?v=wop3FMhoLGs>

Moodle is the base software behind the ANU - WATTLE and the Defence - ADELE LMS environments. The Moodle LMS environments you use on course are web hosted platforms and accessible through an internet browser.

Mobile Phones

A mobile phone is another key piece of hardware that will assist you during your course. While

not suitable for preparing academic papers or content you will be able to:

- receive, view, respond to emails - http://www.google.com.au/intl/en_in/mail/help/mobile.html
- access the course calendar - <https://www.google.com/calendar/about/>
- receive important, time critical notifications and instant messages - <https://youtu.be/g2-tsGelk4U>
- Assist you with 2-step verification to Defence's cloud services <https://www.google.com.au/landing/2step/>