

**NORTH EAST  
SCOTLAND**  
COLLEGE



# **BRING YOUR OWN DEVICE** (BYOD)

*For non-advanced students*

## BRING YOUR OWN DEVICE (BYOD) PROGRAMME

Thank you for choosing to study at North East Scotland College. The new academic term is just around the corner and I am sure that by now, you are beginning to get excited about the prospect of commencing or continuing your studies at the College.

The course that you have applied for is a Bring Your Own Device, or BYOD, programme. This means that you are required to have access to your own laptop or netbook computer in class each day.

To enable this, when you apply for Bursary funding you have the option of being provided with your very own laptop at Induction that will be yours to keep throughout your time at College.

**Please be aware that depending on your bursary status, you may be required to contribute to the cost of this device - please see the "Device Information" section for further details.**

Having access to your own personal device will enable you to access appropriate materials during classes (using our wireless network) and will also allow you to undertake effective self-study both in the College, and at home.

Bringing your own device with you will also provide you with unlimited access to Blackboard, the College's virtual learning environment. Blackboard provides a host of useful information and makes it possible to access learning materials and tools on most internet enabled devices from any location.

Blackboard contains all the vital information about your course and allows you to communicate with lecturers and other learners. You can access Blackboard even when you are not in College so you can easily catch-up or revise materials covered in class.

Through Blackboard you will be able to access interactive materials, stream videos and podcasts, and access other resources such as:

- Course announcements
- Course handbooks
- Lecture notes and handouts
- PowerPoint presentations
- Tests and quizzes
- Virtual classrooms
- Online resources
- Blogs & Wikis

### DEVICE INFORMATION

**Please note, no devices are "free of charge" they are either funded via your bursary or funded directly by yourself.**

It is important that you have a device ready for the beginning of term so please ensure that your bursary application and any necessary supporting evidence is submitted as soon as possible following your offer of a place at College; preferably 30 June 2019 if possible. **No devices will be issued after the 31st of October** so it is vital that you ensure your bursary application is submitted well in advance of this deadline.

The sooner you complete your bursary application the sooner you will know whether you are entitled to a college bursary and therefore whether you will have to contribute to the cost of a college laptop.

The cost of the device issued to you at Induction **may be** funded via the “course materials” element of the non-advanced bursary. This means that if you are under the age of 18 on the start date of the course, have completed your bursary application prior to the closing date, and are eligible to receive a college bursary, you will **not be** required to contribute to the cost of purchasing the device.

If however you are over the age of 18 at enrolment and entitled to a bursary, you will be subject to means testing which means that you may be required to contribute to the cost of the device. The amount you may need to contribute may vary from the full cost of the device (approximately £200), down to no contribution at all.

Should you only receive a partial bursary you will be asked to contribute to the cost of the device and will receive an invoice for the amount outstanding.

If you are not eligible to apply for financial support (i.e. a bursary) you will be required to supply your own. Those students who are not eligible for funding, or who do not want a college issued laptop, but already possess a suitable device will be able to opt out of the scheme. To do this please contact the Central Administration via email on [centraladmin@nescol.ac.uk](mailto:centraladmin@nescol.ac.uk) or via phone on **01224 612301**. There will be a large stock of short-term loan devices available from the library that you will be able to borrow on a short-term basis should you experience a problem with your own device.

Most Non-Advanced courses have core IT unit, such as ECDL or PC Passport, as part of their programme of study. As a result, a Tablet, e.g. an iPad, is not an acceptable device for a BYOD course as it does not enable the full range of activities that core IT units require.

## RETURNING STUDENTS

If you were enrolled on a Non-Advanced BYOD course at NESCol during academic year 2017-2018 or 2018- 2019 and have already been issued with a College laptop, please be aware that you will be required to use this device again when you return to College in August 2019.

You will not be issued with another device if you received one the previous year. Anyone who does take a second device will receive an invoice for the full cost of the laptop.

## ALTERNATIVE DEVICES

If you are not entitled to funding and decide to purchase your own device please bear in mind that is not necessary for you to purchase a high-end device for the purposes of BYOD. A minimum device specification can be found towards the end of this document and suitable machines can be purchased from approximately £150 at most major retailers.

Once enrolled at College you will have access to a Microsoft Office 365 account. Not only does this give you access to your College email account but it also provides you with 1TB of cloud storage and access to the full suite of Office applications including Word, Excel and PowerPoint for the duration of your course. This means that you do not need to purchase this software if you do not already have it or purchase a device with a larger hard drive, enabling you to purchase a cheaper device if you wish.

You may already own or have access to a laptop or similar device, however if you need to purchase a device before the start of your course a suggested specification is outlined below:

The following Notebook/Laptop specification is recommended as a minimum:

<b>Operating System:</b>	<b>Windows 10</b>
<b>Processor:</b>	<b>Absolute minimum 2Ghz</b>
<b>Memory:</b>	<b>Minimum - 2GB RAM</b>
<b>Storage:</b>	<b>Minimum - 64GB (free OneDrive cloud storage is available to all students)</b>
<b>Display:</b>	<b>Minimum 11" screen (1366 x 768)</b>
<b>Wireless:</b>	<b>Networking - 802.11b/g/n (1x1)</b>
<b>Connectivity:</b>	<b>USB / Bluetooth</b>
<b>Additional:</b>	<b>Camera / Microphone</b>
<b>Battery Life:</b>	<b>5+ hours</b>

### Tablets are not acceptable BYOD devices for Non-Advanced programmes.

When you arrive at College a full induction will take place that will include issuing you with a device, the use of your computer, connection to the wireless network, access to and use of College resources and systems. In addition you will also be introduced to the excellent IT support services that you will be provided with whilst studying at College.

As is the case with other aspects of financing your way through College, if you think that you will experience hardship in funding the cost of a laptop computer or netbook, you can contact the College directly, via email on [studentadvice@nescol.ac.uk](mailto:studentadvice@nescol.ac.uk) or by telephone on **01224 612284** to arrange an appointment with a Student Adviser.

