

# WIL Loan Equipment, Services and Software Policy and Procedure

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## 1 Purpose and scope

The purpose of this policy is to provide a procedure for AIE Institute (AIEI) Work Integrated Learning (WIL) participants to have access to:

- a. loan computer with a commercially licensed Windows operating system;
- b. temporary network services;
- c. software licence reimbursement to WIL host companies for Z-Brush and Substance package.

It clearly communicates the terms, conditions, timelines and processes involved. This policy applies to the IT team, Accounts team, Academic Director, WIL Coordinator and Head of School.

## 2 Objectives

The AIE Institute aims to ensure all students have equitable access to a suitable commercial work environment for the duration of the WIL unit *GDC300I Internship* whether they are placed remotely at AIEI campuses or on site with the WIL host company (Host). This will be achieved through providing access to equipment, network services and specific software for the duration of the unit in cases where the Host is unable to. AIE Institute provides this support to reduce barriers to equitable participation in Work Integrated Learning activities for both students and Hosts.

## 3 Implementation

The Board of Directors is responsible for the approval of this policy after it has been drafted or reviewed by the Chief Technology Officer, Chief Financial Officer, Academic Director and WIL Coordinator.

The Academic Director is responsible for monitoring implementation of this policy and reporting any significant operational issues or risks to the Academic Board.

The policy is to be implemented via induction and training of staff and distribution via the AIE Intranet and other publications as required.

## 4 Policy

### 4.1 Loan computers

The CTO approves computer allocation to Hosts after the Academic Director requests them. Computers are made available only on the AIE premises within the *Game Plus / Incubator* environment for the duration of the unit GDC300I Internship. AIE Institute will ensure learning infrastructure and technology support provided under this policy is appropriate to support achievement of learning outcomes for the relevant WIL activity which includes:

- a. Ethernet networked PC
- b. 2 monitors
- c. Keyboard

- d. Mouse
- e. Required power and connector cables
- f. Commercially licenced Windows operating system

#### 4.1.1 Responsible use of computer

A loan computer must not:

- a. have any educational software installed
- b. be plugged into an AIE Institute / Academy student network at any time

#### 4.1.2 Service of computer

The IT department maintains and repairs any failed components of loaned computers within targeted service levels (dependent on the failure) once the student notifies the IT Service Desk via [IT@aie.edu.au](mailto:IT@aie.edu.au).

## 4.2 Software funding

The Academic Director is responsible for approving software access after the project brief and risk checklist are completed.

The Host is AIE Institute (AIEI) is responsible for managing licence subscriptions and AIEI is not liable for any additional costs incurred through the Host not cancelling or the Host not receiving official approval.

*NB Pricing is set by the vendor and fluctuates with exchange rates, therefore, may change without notice. This arrangement is valid for the four months of the WIL placement (ie July-November).*

#### 4.2.1 Zbrush and Substance 3D Texturing Access

AIEI may reimburse the cost of individual monthly subscriptions to Maxon ZBrush and/or Adobe Substance 3D Texturing for the duration of an art student's WIL placement where a Host is unable to provide additional licences within its current budget constraints and the student is performing tasks associated directly with the software. The software may be installed on either a Host-supplied, AIEI-supplied or approved student home computer and must only be used by the participating student.

Up to 4 consecutive month subscriptions can be accessed through the Host making the purchase for the student's WIL placement computer following each website's guidelines. Note that this requires a credit card to be added and monthly billing will occur until cancelled.

Zbrush is approximately \$55 per month, and Substance 3D Texturing is approximately \$40 per month.

#### 4.2.2 Autodesk 3D Maya Access

AIEI may reimburse 50% of a 1 year Indie user licence cost for 3D Maya for the duration of an art student's WIL placement where a Host is unable to provide additional licences within its current budget constraints and the student will be working on animations for a custom rig that was built within 3D Maya.

3D Maya is approximately \$420 for an annual indie subscription.

#### 4.2.3 Approved software reimbursement requirements

Hosts need to keep a clear copy of receipts showing the student's name as the licensee for reimbursement. Reimbursements may be requested either monthly or at the end of the WIL placement.

Reimbursement requests are completed via email of receipts and details to the WIL coordinator contact.

The email should:

- a. be from a Host approved delegate with the company's email footer;
- b. have the subject "WIL placement software reimbursement";

- c. include the student's name and list attachments (to identify if any student or attachment was missed);
- d. attach receipts for easy downloading and not have them as embedded images;
- e. include the account details for reimbursement transfer.

### 4.3 Other software, security and files

Hosts and students are responsible for ensuring all required software licences and files are provided, installed, backed up and removed. At the completion of the student's WIL placement the computer is wiped and returned to the student environment.

Updates to software packages and security of any sensitive details / files is the responsibility of the Host to manage, ensuring the student understands protocols and versions needed for the WIL placement.

Students are bound by their acceptable use policy for the computer and internet use, from the student handbook, during the loan period. Students are accountable for any breach of acceptable use of equipment.

Equipment loans for extended WIL placements beyond the GDC300I Internship unit can be negotiated on a case-by-case basis with the Academic Director and CEO.

## 5 Procedure

Administration and processing of any loan equipment and network service requests is completed by the IT Service Desk after a fully formed Purchase Request is submitted.

Administration of any software reimbursement requests are processed by the Academic Director after an evidenced request is made by email and reimbursement are processed by the Accounts team upon receipt of an approved request from the Academic Director.

### 5.1 Identification and verification of host needs

- a. The WIL coordinator or delegate evaluates the Host's ability to provide required hardware, networked services and software for their intern, ensuring they are aware of AIEI's provision scope and terms, during host partnering arrangement talks.
- b. The Host completes the Hardware and Software provisioning section of the *Internship Project Brief* documentation, detailing and rationalising any requested AIEI provision directly related to hosting an intern and falling within AIEI's scope.
- c. The WIL coordinator reviews and verifies the Host's needed AIEI support and advises the Host that it has been acknowledged and will be processed.

### 5.2 Request for Computer

| Responsible person | Action   | Timeline                         |
|--------------------|--|----------------------------------|
| WIL Coordinator    | Advise companies of AIEI scope of computer support.                  | During WIL placement discussions |
| Host               | Complete computer requirements in Internship Project Brief document. | After WIL placement confirmed    |
| Academic Director  | Advise Academic Board of Host requests.                              | 1 week prior to mid-year break   |

|                   |   |   |
|-------------------|---|---|
|                   | Submit an <a href="#">Incubator Loan Request</a> form for each individual student including the following information: <ul style="list-style-type: none"> <li>a. Participant's Full Name and;</li> <li>b. Which Game Plus facility or Host address this loan and services request is for and;</li> <li>c. The quantity of monitors and if keyboard and mouse are being requested for loan.</li> </ul> |   |
| IT                | Coordinate computer to be ready at the designated campus and notify Academic Director and relevant Head of School when ready to be assigned to a student.   | 1 week prior to Semester 2  |
| Head of School    | Arrange allocation to student and collects signature for the loan form.   | As soon as the computer is ready  |
| Students / Host   | Install, back up, update and remove Host supplied software and sensitive files.   | As guided by Host at beginning and end of WIL placement                       |
| Academic Director | Notify IT when computer is ready to be reclaimed by AIEI.   | Within 5 business days of WIL placement ending or CEO approved extension date |
| IT                | Reimage computer and return to campus environment.  | Internally decided  |

### 5.3 Request for Software reimbursement

| Responsible person | Action   | Timeline   |
|--------------------|--|--|
| WIL Coordinator    | Advise companies of AIEI scope of computer support.  | During WIL placement discussions                                       |
| Host               | Complete software requirements in Internship Project Brief document.   | After WIL placement confirmed  |
| Academic Director  | Verify eligibility of reimbursement through matching Host name, student name and student major.<br>Advise Academic Board and Board of Directors of Host requests.<br>Advise WIL coordinator if any company requests are not valid. | 1 week prior to mid-year break   |
| Host               | Complete purchase of monthly software access using the student as the licensee.<br>Email Academic Director the request for reimbursement (the request) in the format described at 4.2.2.   | Either monthly, after subscription renewal, or at end of WIL placement |
| Academic Director  | Verify eligibility of reimbursement through matching Host name, student name and student major.<br>Check attachments for valid dates, names, software and account to receive reimbursement.  | Within 2 business days of the request receipt                          |

|          |  |  |
|----------|--|--|
|          | Forward the request and attachments to AIEI accounts team as approved for reimbursement. |  |
| Accounts | Reimburse the approved request and include the Academic Director in remittance advice.   | On the first Thursday following approved request receipt |

## 6 Definitions

| Term                                     | Definition  |
|--|---|
| <b>Host</b>                              | The organisation or company providing the student's WIL placement and where loan computer equipment may be provided.                                |
| <b>Incubator / Game Plus Environment</b> | The designated AIEI-supported workspace environment where loan computer equipment may be provided.  |
| <b>Acceptable Use Policy</b>             | The rules and obligations governing appropriate use of AIEI computers, systems, software and internet services as outlined in the Student Handbook. |
| <b>Eligible Software</b>                 | Software approved under this policy for reimbursement, currently including Maxon ZBrush, Adobe Substance 3D Texturing and 3D Maya Indie.            |

## 7 Related documents

The following policies and procedures or documents are related to this policy:

- a. Incubator Program Loan Equipment Form
- b. Purchasing and Payments Policy and Procedure
- c. Student handbook (International and Domestic)
- d. WIL Handbook
- e. Internship Project Brief (Paid and Unpaid)
- f. Internship Risk Checklist (Paid and Unpaid)

## 8 Review

This policy will be reviewed every three years from approval.

## 9 Accountabilities

The Board of Directors is responsible for approval of this policy, with input from the Academic Board.

The policy is to be monitored and reviewed by the Academic Director and WIL Coordinator and recommendations made to the Academic Board.