

BRING YOUR OWN DEVICE POLICY

July 2024

Adopted from Judicium Consulting Ltd Policy

BRING YOUR OWN DEVICE POLICY

The School and Children's Centre has implemented this policy to protect the School and Children's Centre and all parties when using ICT and media devices. Staff are able to use devices at work and outside of work for work related activities provided the terms of this policy are met. The School and Children's Centre reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below.

This policy is intended to protect the security and integrity of the School's and Children's Centre data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms. This policy is not designed to offer protection for the device itself. The safety of the user's own device is the responsibility of the user.

Mobile devices within the context of this policy includes any mobile phone, tablet, laptop, MP3/iPod or other device which is capable of connecting with the internet or mobile networks or taking image or sound recordings.

This guidance is in addition to the School's and Children's Centre Acceptable Use Policy.

ACCEPTABLE USE

- The School and Children's Centre embrace the use of new and mobile technologies and acknowledge they are a valuable resource in the classroom having educational purpose.
- However by accessing the School's and Children's Centre's systems and networks, it is likely that staff will use personal data and so must abide by the terms of the Data Protection Act 2018 when doing (including ensuring adequate security of that personal information).
- When in School and Children's Centre staff should connect their device via the School's and Children's Centre wireless network for security.
- When out of School or the Children's Centre, staff should access work systems on their mobile device using a VPN Drive with a secure password as authorised by the Head Teacher and installed by the ICT Technician.
- All internet access via the network is logged and, as set out in the Acceptable Use policy, employees are blocked from accessing certain websites whilst connected to the School and Children's Centre network.
- The use of camera, microphone and/or video capabilities are prohibited whilst in School or the Children's Centre unless this has been approved by the Head Teacher. If approved any pictures, videos or sound can only be used for School or the Children's Centre purposes and cannot be posted or uploaded to any website or system outside of the School and Children's Centre network.
- You must not use your device to take pictures/video/recordings of other individuals without their advance written permission to do so.

NON-ACCEPTABLE USE

- Any apps or software that are downloaded onto the user's device whilst using the School's and Children's Centre own network is done at the users risk and not with the approval of the School and Children's Centre.

- Devices may not be used at any time to:
 - Store or transmit illicit materials;
 - Store or transmit proprietary information belonging to the school;
 - Harass others;
 - Act in any way against the School's and Children's Centre acceptable use policy and other safeguarding and data related policies.
- Technical support is not provided by the School and Children's Centre on the user's own devices.

DEVICES AND SUPPORT

- Smartphones including iPhones and Android phones are allowed.
- Tablets including iPad and Android are allowed.
- Devices must be presented to IT for proper job provisioning and configuration of standard apps, such as browsers, office productivity software and security tools, before they can access the network.

SECURITY

- In order to prevent unauthorised access, devices must be password/pin/fingerprint protected using the features of the device and a strong password is required to access the School and Children's Centre network.
- When using personal data, it is the user's responsibility to ensure they keep data secure on their device. This includes preventing theft and loss of data (for example through password protection and cloud back up) keeping information confidential (for example by ensuring access to emails or sensitive information is password protected) and maintaining that information.
- The School and Children's Centre does not accept responsibility for any loss or damage to the user's device when used on the School's premises. It is up to the user to ensure they have their own protection on their own device (such as insurance).
- If information is particularly sensitive then users should ensure that the data is either appropriately secured or deleted from the device (including from any local copies which may have been stored on the device).
- In the event of any loss or theft of personal data, this must be reported as a data breach in accordance with the School's and Children's Centre data breach policy.
- The School and Children's Centre may require access to a device when investigating policy breaches (for example to investigate cyber bullying).
- Staff are not permitted to share access details to the School's and Children's Centre network or wifi password with anyone else.
- The School and Children's Centre will not monitor the content of the user's own device but will monitor any traffic over the School and Children's Centre system to prevent threats to the School's and Children's Centre network.

DISCLAIMER

- The School and Children's Centre reserves the right to disconnect devices or disable services without notification.
- The employee is expected to use his or her devices in an ethical manner at all times and adhere to the School's policy as outlined above.
- The employee is personally liable for all costs associated with his or her device.
- The School and Children's Centre reserves the right to take appropriate disciplinary action up to and including summary dismissal for non-compliance with this policy.

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PLEASE COMPLETE AND SIGN BELOW

I confirm that I have read, understand and will comply with the terms of this Bring Your Own Device Policy when using my mobile device to access the School and Children's Centre network

Name

Signature

Date

Please return this signed form to a member of SLT. Thank you.