



Ringwood School

Policy Name	Bring your own device (ICT - Staff)
Date of Current Policy	December 2021
Author	Operations manager
Created on	December 2021
Authorised By	Full Governing Body
Review Frequency	2 Years
Review Date	December 2023
Rationale for Policy	To secure the ICT systems within school and safeguard staff accessing them

The School has implemented this policy to protect the School 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 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 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 Acceptable Use Policy (Staff).

All employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the company network.

Acceptable Use

- The School 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 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 so (including ensuring adequate security of that personal information).
- All staff who wish to use their own devices to access the School's network must read and understand in full the conditions set out within this Policy and those within the school's Acceptable Use Policy (Staff).
- When in School, staff should connect their device via the School's wireless network for security 'Ringwood_Staff' using their usual network credentials.
- When out of School, staff should access work systems on their mobile device using a secure internet connection
- All internet access via the network is logged and, as set out in the Acceptable Use policy, employees may be blocked from accessing certain websites whilst connected to the School network.
- You must not use your device to take photos / video / recordings of any student, nor staff without their explicit permission.
- WhatsApp must not be used on personal devices for School related communication. Members of staff are able to use WhatsApp on their own devices for personal communication however, staff should not communicate internally with other staff members for School business using their personal WhatsApp accounts, sharing School related information which could include categories of personal data.

Non-Acceptable Use

- Any apps or software that are downloaded onto the user's device whilst using the School's own network is done at the user's risk and not with the approval of the School.
- 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 Acceptable Use policy and other safeguarding and data related policies.
- Technical support is not provided by the School on the user's own devices.

Devices and Support

- Smartphones and Tablets including Apple and Android phones are able to be used on the school network.
- Devices may be presented to the IT Support Team for assistance in provisioning and configuration of standard apps, such as browsers, office productivity software and security tools. Alternatively, a number of help guides are available on the school Learning Zone.

Security

- In order to prevent unauthorised access, devices must be password / pin / fingerprint or FaceID protected using the features of the device.
- 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 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).
- Staff are prevented from installing email apps which allow direct access to School emails without use of a login / password or Two Factor Authentication.
- 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 immediately as a data breach in accordance with the School's Data Breach policy.
- The School 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 network or Wi-Fi logon credentials with anyone else.
- The School will not monitor the content of the user's own device but will monitor any traffic over the School system to prevent threats to the School's network.

Disclaimer

- The School 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 reserves the right to take appropriate disciplinary action up to and including summary dismissal for non-compliance with this policy.