KINGSWAY PRIMARY SCHOOL
Bring Your Own Device (BYOD) Guide

POLICY STATEMENT

Kingsway Primary School will permit the use of personal computing devices to access Information and ICT systems subject to certain conditions. These conditions will include policy and technical measures to ensure the confidentiality, availability and integrity of Kingsway Primary School information is maintained.

OVERVIEW

The use of personal devices to access Kingsway Primary School information and information systems is only permitted subject to certain conditions as defined by the school's technical support provider. This may include the installation of security software on the device and the use of software to protect and manage the device.

This may include wiping the device.

Please refer to the school's technical support provider to establish whether any support beyond installing the security software is available.

BYOD RISKS

Kingsway Primary School recognises that there are risks associated with users accessing and handling information or accessing systems from personal devices.
These include, but are not limited to:

- Unauthorised access to / use of school information or ICT systems

- Malware infection of school systems rendering them unavailable

- Loss of data which could adversely affect the smooth running of the school
- The consequences of these risks materialising include the imposition of various sanctions against the school for non-compliance with legislation or regulations, e.g. monetary penalties from the Information Commissioner's Office up to a maximum of €20 million or 4% of global annual turnover.

CONDITIONS OF USE
Personal or non-school devices can only be used to access Kingsway Primary School information or ICT systems if:

- The head teacher has given approval

- Any additional licenses have been obtained

- The user has read, understood and signed any required agreements

- The user reports any information or ICT security incident (particularly loss or theft) involving their personal device immediately to the head teacher and their technical provider's Service Desk

- The BYOD user agrees to adhere to the school's data protection policy

- The BYOD user should refer to the school's technical provider in relation to backups, security/operating systems, registration of devices with manufacturers, anti-malware and anti-virus

- BYOD users do not attempt to bypass security controls and must comply with school procedures for the secure transmission of sensitive information

- The BYOD user will not change the configuration of any installed security software on the device

- The device will not be used to access, process or store Public Services Network (PSN) originating data

- The user agrees to provide the school with access to the device for forensic purposes, if requested

- Kingsway Primary School are made aware immediately should the BYOD user sell, recycle, give away or change the device

- The BYOD user must make the device available to the school technical provider to enable Kingsway Primary School's information and information systems to be removed if they leave the school

POLICY COMPLIANCE

If you are found to have breached this policy, you may be subject to the school's disciplinary procedure. If you have broken the law, you may be subject to prosecution.

If you do not understand the implications of this policy or how it may apply to you, seek advice from the Data Protection Officer.

MONITORING AND REVIEW

The tables below set out the ownership and review schedule for this document.

The Bring Your Own Device Standard will be reviewed every two years as part of the Schools DPO SLA However it may be necessary to review it as and when required, for example, due to legislative changes or if an issue arises around its effectiveness.

Document Ownership	
Document owned by:	Schools Data Protection Officer
Document written by:	Jane Corrin
Date document written:	May 2018
Date document Reviewed:	May 2020
Document due for next review:	May 2022
Document reviewer:	Schools Data Protection Officer

Not to be reproduced without authors permission