



**lwetb**

Bord Oideachais agus Oiliúna  
an Longfoirt agus na hIarmhí  
Longford and Westmeath  
Education and Training Board

Title	<b>LWETB Portable Devices – Acceptable Usage Policy</b>
Date	9 <sup>th</sup> March, 2020
Approved by	LWETB Meeting 9 <sup>th</sup> March, 2020
For Review By	LWETB Board

# **LWETB Portable Devices – Acceptable Usage Policy**

## 1. Purpose

This policy relates to the use of portable devices (especially laptops, tablets, phones etc.) within LWETB, highlighting the issues associated with device use and offer users guidelines for their effective and secure use.

Portable device theft is a serious concern. The ease of both resale and theft has made them a target for perpetrators. Although the device is expensive, more often than not when it is stolen, it is the information on the device which is more valuable than the device itself which makes protecting it a huge concern.

Viruses are a significant problem because without adequate protection against them, their effects can impact service and may even in some cases, halt service. A large amount of administration overhead is required in order to ensure that anti-virus software is current and to prevent viruses from getting onto the network.

**Please note if there is anything in this Policy which is unclear or if you have any questions, please contact ICT Support who will provide assistance.**

## 2. Description

This policy applies to all staff who use or have use of an LWETB Portable Computing Device (phone, laptop, iPad, tablet, Surface etc.).

Failure to comply with the Portable Devices Acceptable Usage Policy may result in disciplinary action under LWETB Disciplinary Procedures.

## 3. Definitions

**“Acceptable Use”**, LWETB defines acceptable business use as activities that directly or indirectly support the business of LWETB. LWETB defines acceptable personal use on LWETB time as reasonable and limited personal communication or recreation.

**“Must”**, or the terms **“required”** or **“shall”**, refer to an absolute requirement of the policy.

**“Must not”**, or the phrase **“shall not”**, refer to statements which are an absolute prohibition of the policy.

**“Should,”** or the adjective **“recommended”** refers to a statement that should be applied. In certain circumstances, there may exist a valid reason to ignore a particular item. In this case the full implications must be understood and carefully weighed before choosing a different course.

**“Should not,”** or the phrase **“not recommended”** mean the specified behaviour should not be performed. There may exist valid reasons in particular circumstances when the particular behaviour is acceptable, but the full implications should be understood and the case carefully weighed before implementing any behaviour described with this label.

## 4. Requirements

### **Use of Laptops**

In accordance with this policy, staff should use either one laptop or one desktop. It is not recommended that any staff member to have access to both a desktop and laptop machine or more than one laptop.

### **Connection of Laptops to the LWETB Network**

Only LWETB devices may be connected to the LWETB network. To connect a laptop which is not an LWETB laptop, the Guest wireless network at all sties must be used. They cannot be physically plugged into the network.

### **Laptop Encryption**

In accordance with this policy, all LWETB devices must be encrypted. Laptop users who do not have encryption must contact ICT Support to have their laptops secured.

### **Mobile Device Management (MDM)**

All mobile devices must be enrolled on the LWETB MDM system to facilitate data security in the event of loss or theft. Before commencing use, users must check that the devices they hold have been enrolled on the MDM system with LWETB ICT Support.

### **Portable Device Anti-Virus Protection**

It is the responsibility of users to ensure that they are running current versions of anti-virus software. Anti-virus software must never be disabled.

## 5. File backups

Users must regularly make back-up files using secure LWETB approved cloud storage.

## 6. Changes to Portable Computer/Device Configuration

All components of the portable computer, hardware (e.g. carry case, mouse, cables, modem, CD-ROM etc.) and software, supplied to you are the property of LWETB. It is considered a violation of this policy if you alter, add, copy or remove any component of the portable computer without the express permission of LWETB ICT Support. LWETB portable devices must not be used for personal communications purposes, or for the storage of personal/private information and files.

## 7. Reporting Incidents/Theft

Users must report any theft of a portable device or suspected compromise of LWETB information. Failure to comply with the Portable Devices Acceptable Usage Policy may result in disciplinary action under LWETB Disciplinary Procedures.

## 8. Responsibilities

### **Owner**

Director of Organisational Support & Development  
LWETB Management Team  
ICT Support

### **Responsibilities**

Revisions and updates to the policy  
  
Approval of the Policy  
Monitoring and reporting compliance with the policy

## 9. Related Documents

- Wireless Devices Policy
- Remote Access Policy
- Password Acceptable Usage Policy
- Asset Protection Policy