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

Title	**LWETB USB Acceptable Usage Policy**
Date	9th March, 2020
Approved By	LWETB Meeting 9th March, 2020
For Review By	LWETB Board

LWETB
USB Acceptable Usage Policy

1. Purpose

USB Keys and drives are often used for the transporting of information in a more portable format. The purpose of this policy is to establish guidelines for staff members and associated parties of the LWETB in relation to the use of external USB drives. However it is recommended where practicable that data should be stored in a secure LWETB cloud location (such as OneDrive or Sharepoint) from where it can be retrieved without the use of USB drives.

2. Description

The policy applies to:

- All staff who have access to LWETB IT systems
- All contractors, vendors or others (3rd parties), who have access to LWETB IT systems.

This policy applies to all systems at all stages of projects, including production, test and development.

3. Definitions

“**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

The following measures are required:

- Storage and transportation of personal data, confidential information and commercially sensitive information on USB keys/drives/sticks should be avoided. Such devices are small and are easily forgotten, lost or stolen.
- Where their use for the above purposes is unavoidable, only encrypted USB keys and drives should be used by LWETB staff and 3rd parties. This will ensure that no information is retrievable in the event of loss. Such usage should be an exceptional matter only, and prior approval must be sought from your line manager and ICT support beforehand.

As soon as the (exceptional) need for the USB has ended, the data or information should be transferred to secure LWETB network or cloud storage, and then deleted immediately from the USB.

5. Loss of a USB Key

If you have lost an LWETB encrypted USB key, it is your responsibility to inform Management and LWETB ICT Support within 24 hours to ensure any risk can be mitigated with immediate effect.

6. Responsibilities

Owner	**Responsibilities**
Director of Organisational Support & Development	Revisions and updates to the policy
LWETB Management Team	Approval of the Policy
All who use or have access to LWETB IT systems	Responsible for implementation of the policy.