



lwetb

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

Title	LWETB Wireless Devices Policy
Date	26 th May, 2020
Approved	Chief Executive LWETB
Noted By	LWETB Board (26 th May, 2020)

LWETB Wireless Devices Policy

1. Purpose

The purpose of this policy is to secure and protect the information assets owned by LWETB.

LWETB provides computer devices, networks, and other electronic information systems to meet missions, goals, and initiatives. LWETB grants access to these resources as a privilege and must manage them responsibly to maintain the confidentiality, integrity, and availability of all information assets.

This policy specifies the conditions that wireless infrastructure devices must satisfy to connect to the LWETB network. Only those wireless infrastructure devices that meet the standards specified in this policy or are granted an exception by LWETB ICT Support are approved for connectivity to a LWETB 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, contractors and all who access and use LWETB IT systems, including all personnel affiliated with third parties that maintain a wireless infrastructure device on behalf of LWETB.

This policy applies to all wireless infrastructure devices that connect to a LWETB network or reside on a LWETB site that provides wireless connectivity to endpoint devices including, but not limited to, laptops, desktops, smartphones, and tablets. This includes any form of wireless communication device capable of transmitting packet data.

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.

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

4. Requirements

All wireless infrastructure devices that reside at an LWETB site and connect to a LWETB network, or provide access to information classified as confidential to LWETB, must:

- Abide by the standards specified in the Wireless Standards Policy.
- Be installed, supported, and maintained by LWETB ICT Support.
- Use LWETB approved authentication protocols and infrastructure.
- Use LWETB approved encryption protocols.
- Maintain a hardware address (MAC address) that can be registered and tracked.
- Not interfere with wireless access deployments maintained by other support organisations.

Wireless infrastructure devices that provide direct access to the LWETB corporate network must conform to the Public Space Wireless Device Requirements as detailed in the Wireless Standards Policy.

Wireless infrastructure devices that fail to conform to the Public Space Wireless Device Requirements must be installed in a manner that prohibits direct access to the LWETB corporate network. Access to the LWETB corporate network through this device must use standard remote access authentication.

5. Responsibilities

Owner	Responsibilities
Director of Organisation Support and Development	Revisions and updates to the Policy
LWETB Senior Leadership Team	Review
LWETB Chief Executive	Approval of the Policy
Data Owners	Ensuring implementation of the Policy
Internal and external audit	Monitoring and reporting compliance with the Policy
Partners	Compliance with the terms of the Policy

6. Related Documents

- Wireless Standards Policy
- Remote Access Policy
- End User Policy