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

Business Unit:	**Organisation Support & Development**
Document Title:	**Wireless Devices**
Document No.	**ICT013/WD/V3/24**
Approved By:	**Chief Executive LWETB**
Noted by:	**LWETB Board**
Date Noted:	**19/03/2024**

Longford and Westmeath Education and Training Board

Wireless Devices Policy

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1. Purpose

The purpose of this policy is to secure and protect the information assets owned by Longford and Westmeath Education and Training Board (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. This policy should be read in conjunction with all related LWETB policies.

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. Policy Review, Approval and Continuous Improvement

In line with best practice, this policy has been approved by senior management, who are committed to continually improving the protection of all LWETB Information Assets and the protection of personal data where LWETB is a controller or processor. This document will be reviewed at least annually by senior management, to ensure alignment to appropriate risk management requirements and best practice for the management of ICT devices within LWETB. This document will be reviewed in line with best practice, or in light of changes in legislation and guidance from sources such as Internal Audit, C&AG, the Department of Education, the Department of Further and Higher Education, Research, Innovation and Science and the Department of Public Expenditure & Reform, or on the issuing of circular letter or by the Chief Executive in response to business needs. The date of implementation is the date of Chief Executive approval.

6. Responsibilities

Owner	Responsibilities
Director of Organisational Support & Development	Revisions and updates to the policy
LWETB Management Team	Review of the Policy
Data Owners	Ensuring implementation of policy.
Internal and external audit	Monitoring and reporting compliance with the policy
Partners	Compliance with the terms of the policy

7. Ownership and Approval

OWNER	DATE	SIGNATURE
Organisation Support & Development Director	Mar 8, 2024	Charlie Mitchell Charlie Mitchell (Mar 8, 2024 09:30 GMT)
AUTHORISED BY	**DATE**	**SIGNATURE**
Chief Executive	Mar 8, 2024	Liz Lavery (Mar 8, 2024 09:30 GMT)