



**lwetb**

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

<b>Business Owner</b>	Organisation Support & Development
<b>Document Title</b>	Portable Devices LWETB
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<b>Approved By</b>	Chief Executive LWETB
<b>Noted By</b>	LWETB Board
<b>Date Noted</b>	2026

# Longford and Westmeath Education and Training Board

## Portable Devices Acceptable Usage Policy



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## 1. Purpose

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

Theft of portable devices is a significant concern due to their high resale value and ease of theft, making them attractive targets. While the hardware itself is costly, the data stored on these devices is often far more valuable, which underscores the importance of safeguarding them.

Viruses pose a serious threat to service continuity, especially when systems lack adequate protection. Their impact can disrupt operations or even bring services to a halt. Maintaining up-to-date antivirus software requires considerable administrative effort, but it's essential to prevent infections and safeguard 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, learners and students who use or have use of an LWETB Portable Computing Device (phone, laptop, iPad, tablet, Surface etc.). This policy should be read in conjunction with all related LWETB policies.

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

### **Asset Tagging:**

All LWETB devices are asset tagged. Serial numbers are recorded in a centrally hosted database. LWETB staff manage all devices and can remotely wipe devices where necessary.

### **Use of Laptops**

In line with this policy, staff should ideally use either a laptop or a desktop computer, but not both. While access to both devices is generally discouraged, exceptions may be necessary in certain teaching environments.

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

Only LWETB-issued devices are permitted to connect directly to the LWETB network. If you are using a non-LWETB laptop, you must connect via the Guest wireless network available at all sites. These devices must not be physically connected to 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 helpdesk to have their laptops secured.

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

All mobile devices intended for use within LWETB must be enrolled in the LWETB Mobile Device Management (MDM) system. This requirement is in place to safeguard LWETB data in the event of device 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 antivirus software. Anti-virus software must never be disabled. If in doubt, please contact the ICT helpdesk for support.

## 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 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.

## Reporting Incidents/Theft

Users must report any theft of a portable device or suspected compromise of LWETB data to ICT, Corporate Service and An Garda Síochána. Failure to comply with the Portable Devices Acceptable Usage Policy may result in disciplinary action under LWETB Disciplinary Procedures.

## 7. Policy Review, Approval and Continuous Improvement

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 every two (2) years by senior management, to ensure alignment to appropriate risk management requirements and best practice for the management of ICT devices within LWETB. The date of implementation is the date of Chief Executive approval.

## 8. 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 been allocated a portable device	Responsible for implementation of the policy.
ICT Support	Monitoring and reporting compliance with the policy

## 9. Ownership and Approval

OWNER	SIGNATURE
Organisation Support & Development Director	<i>Charlie Mitchell</i> <a href="#">Charlie Mitchell (Jun 9, 2026 19:02:31 GMT+1)</a>
AUTHORISED BY	SIGNATURE
Chief Executive	<i>Siobhan Lynch</i> <a href="#">Siobhan Lynch (Jun 10, 2026 06:15:07 GMT+1)</a>