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

Business Owner	Organisation Support & Development
Document Title	USB Acceptable Usage LWETB
Document No.	ICT010/USB/V4/26
Approved By	Chief Executive LWETB
Noted By	LWETB Board
Date Noted	2026

Longford and Westmeath Education and Training Board

USB Acceptable Usage Policy

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1. Purpose

USB keys and external USB drives are commonly used to transfer data in a portable format. This policy outlines the guidelines for staff and affiliated parties of the Longford and Westmeath Education and Training Board (LWETB) regarding the appropriate use of such devices. However, where feasible, it is strongly recommended that data be stored in a secure LWETB-approved cloud platform — such as OneDrive or SharePoint — to ensure better security, accessibility, and data management, reducing the reliance on physical storage devices.

2. Description

The policy applies to:

- All staff, students and learners who have access to LWETB IT systems.
- All contractors, vendors or others (3rd parties), who have access to LWETB IT systems.
- All systems at all stages of projects, including production, test and development.

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.

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. 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 annually 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.

7. 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 VPN access to connect with LWETB resources	Responsible for implementation of the policy.



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8. Ownership and Approval

OWNER	SIGNATURE
Organisation Support & Development Director	<i>Charlie Mitchell</i> Charlie Mitchell (Jun 9, 2026 19:04:27 GMT+1)
AUTHORISED BY	SIGNATURE
Chief Executive	<i>Siobhan Lynch</i> Siobhan Lynch (Jun 10, 2026 06:14:15 GMT+1)