Bring Your Own Device (BYOD) Policy

POLICY / DOCUMENT PURPOSE STATEMENT

This policy is for all visitors and contractors to Fircroft College using personally owned devices, such as smart phones, laptops, tablets and similar equipment. The term for such devices is 'BYOD - Bring Your Own Devices'

APPLICATION

The policy applies to all College visitors and contractors.

INTERPRETATION

Further guidance on the use or interpretation of this policy may be obtained from the IT department.

LINKS WITH OTHER POLICIES / DOCUMENTS

Fircroft IT User Agreement
Disciplinary Policy & Procedure
Professional Code of Standards
Safeguarding Policy
IT Security Policy
Internet, Network & Digital Communication Policy

Version number	2
Owner / Department	Andy Gazey/IT
Date of implementation	04/12/2021
Review date	09/01/2026
Ratified / Authorised by	05/02/2025 (Operations Committee)
Equality Impact completed	04/12/2021
GDPR Impact completed	04/12/2021

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1. Introduction

Fircroft College recognises that mobile technology offers valuable benefits to visitors. Our College embraces this technology but requires that it is used in an acceptable and responsible way.

1.1 The College does not provide secure facilities for visitors to store their personal devices. Visitors should take appropriate physical security measures. Do not leave your device unattended. The College will accept no responsibility for the loss or damage of a personal device.

1.2 All visitors are required to ensure their personal devices are free from unsuitable material and any malicious content such as viruses and malware that may compromise the security of the College's network. These checks must be completed before connecting any device to the College WI-FI network.

1.3 Defective or damaged devices should not be brought into the College.

1.4 Any attempt to circumvent the College network security and/or filtering policies is forbidden and may result in disciplinary action.

1.5 Any form of taking of, and/or the distribution of videos/pictures of students and staff is strictly forbidden without written permission.

1.6 The use of personal devices must not affect your learning or that of anyone around you whether inside or outside the classroom as set out in the Student Charter.

1.7 Personal devices may not at any time be used for storing, accessing or transmitting illicit materials, offensive materials, harassing others, illegal downloading or file sharing. All network traffic from personal BYOD devices will be monitored and recorded across the college network and may be used for investigative reasons if required.

1.8 The College does not guarantee a connection to the College WI-FI from all personal devices, however, the college will do its best to support connections to the College WI-FI network where possible.

1.9 Visitors must not save any College-owned data which may be considered personal, sensitive, confidential or of commercial value to personal devices.

1.10 Visitors must not physically connect any personal device to the College network. If you require a physical connection, authorisation must be obtained from the College IT Department.