Staff - Acceptable Use of Personal Devices

Belper School and Sixth Form Centre recognise that many staff choose to access school information from their own devices.

Any member of staff wishing to do this must be aware that they have a direct personal responsibility for ensuring that the device they choose to use has the benefit of encryption, that is above and beyond a simple password protection.

Staff must ensure that personal devices such as mobile smart phones, tablets and other portable electronic equipment are set to lock and only open with encrypted passcodes to prevent unauthorised access.

School will support and enable staff to ensure that their devices are compliant.

If any member of staff uses a device without these safeguards in place it will be a disciplinary breach if data is unlawfully accessed by a third party.

Encryption protection will be available for staff and suitable advice provided.

Own Device Usage Agreement

I understand and accept that should I choose to access school data on any personal device that I use or own must have, and use, suitable encryption to secure the data.

Any unlawful access of data on such a device will be my responsibility. I will report any theft or loss to the SBM as soon as is practicable.

When exchanging, gifting, upgrading or selling the device I shall ensure that access to any school data is removed and data that relates to school is securely deleted.

Name:

Signed:

Dated: