ALTERNATIVE PROVISION

Bring Your Own Device (BYOD) Policy

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Approved by: RAISE-AP Educational Directors

Approval Signatures

RAISE-AP
Directors

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Policy Statement

The RAISE-AP BYOD policy purpose is to establish guidelines for the use of personal electronic devices in the workplace to ensure the security of data/systems and protect the privacy of staff/students and visitors.

RAISE-AP uses various technologies to support staff and students for ongoing learning and future their careers. The challenge is to get the right balance between appropriate usage in the classroom, and security.

By 'devices' we mean laptops/Chromebooks/Tablets/Mobile Phones or any device that can be connected to the internet.

In many cases laptop/chromebook/tablet will be provided by RAISE-AP and in these circumstances, students will not be able to use their own laptop/chromebook/tablets in classrooms or during learning activity.

We need to provide staff and students with the means and access to the best ICT environment and future opportunities. BYOD can provide flexibility to the user and resource benefits to RAISE-AP but must be done in a secure and efficient way.

RAISE-AP allows access to wi-fi by personal devices (BYOD). Access, however, is restricted to ensure the risks to security are mitigated. Where RAISE-AP provides devices to staff or students, it is expected that these devices will be used for all RAISE-AP related activities. BYOD use is therefore intended to support students who do not have access to a RAISE-AP device, require access to the college resources from any other locations, and to enhance the student, staff and visitor experience.

Access to the RAISE-AP wireless network and any college resources, whether with college-provided or personal devices, is filtered and logged in compliance with the RAISE-AP ICT Acceptable User Policy and the ICT Security Policy. Personal devices must not be connected to the "wired" network.

Access from personal devices is therefore limited to Internet connection only on the wireless network and entails personal responsibility and compliance with all RAISE-AP rules and the RAISE-AP Acceptable Use Policies.

In using the RAISE-AP wireless network or any other RAISE-AP resources, users allow ICT Services staff permission to conduct any necessary investigations regarding inappropriate use of the wireless network at any time.

Responsibility

This policy will be reviewed and monitored by the RAISE-AP Educational Directors.

Scope

This policy is designed to help staff, students and visitors understand RAISE-AP expectations for when and how they can use their own device(s) at RAISE-AP or accessing RAISE-AP resources from any location. It sets out clear guidelines on what is acceptable and what is not.

It is expected that the flexibilities RAISE-AP provides staff and students to 'Bring Your Own Device (BYOD)' will be used in RAISE-AP or if accessing RAISE-AP resources from any location, in a responsible, ethical, and legal manner.

Definitions

The word "devices" will include: laptops, Chromebooks, macbooks, netbooks, smart phones, tablets, eReaders, USB storage devices and any other type of device capable of connecting to the internet or RAISE-AP network or RAISE-AP resources in the cloud.

Key Principles

- The college provides BYOD access to the internet via its wireless network where this is necessary for RAISE-AP related activity and to enhance staff, student and visitor experience.
- The ICT Services Team will provide a robust, secure ICT system environment and an appropriate security monitoring system.
- RAISE-AP reserves the right to use these systems to monitor correct usage where appropriate.
- Users of the ICT Systems are expected to follow the policies and observe security procedures when using the ICT Systems.
- Disciplinary action may be taken against users not complying with the policy.

Procedures

Usage of Personal Device

The primary purpose of the use of personal devices at RAISE-AP is for educational or RAISE-AP business use, where RAISE-AP devices are not available are deemed suitable. The secondary purpose is to enhance the overall staff, student and visitor experience of RAISE-AP.

Where RAISE-AP provides a RAISE-AP owned device for use by staff or students, the expectation is that this device must be used for all RAISE-AP related activity. Where a RAISE-AP device is not provided to students, the use of personal devices is at the discretion of RAISE-AP. Where personal devices are used for educational purposes, students must use such devices as directed by their teachers. Usage should not interrupt or distract from educational activity for the student or others using the same learning or communal space.

Anyone bringing their own device is expected to understand how to operate it and use the installed software. Staff should not be expected to give instructions on usage of personal devices. The use of personal devices is covered by the RAISE-AP Acceptable Use Policy.

Devices should be fully charged before coming to RAISE-AP and bring own chargers for use when at the RAISE-AP. RAISE-AP will not provide chargers for personal devices. Users agree not to attempt to circumvent the college's network security and/or filtering policies. This includes attempting to setup proxies and downloading programs to bypass security.

Staff/Students should not take photographs/personal images/videos on personal devices or have images stored on any personal devices without the subject's express permission. Under no circumstances should live broadcasts/images/recording be made or distributed without express permission from the subject (student/staff/parents/carers) and the line manager, as per the Code of Professional Conduct Policy.

Any personal device used on the premises using the RAISE-AP network or accessing RAISE-AP resources must comply with the following. Any device that does not comply or poses a security risk will be denied access until it is made compliant to meet the below criteria:

- Hardware must be supported by the manufacturer.
- Running latest supported operating system.
- Have the latest security and critical updates applied on the device.
- Where available running a firewall.
- Where available running an antivirus application.
- Not have any inappropriate software running such as Crypto miners, malware etc. which pose significant cyber security risk to college network.

- Not display any inappropriate/offensive messages/visuals.

Students who have been issued a college device are expected to use it for all teaching and learning in RAISE-AP and, for these students, use of personal devices in lessons or other learning activities will not be permitted other than in highly exceptional circumstances.

Liability

Users bring their own personal devices to use at RAISE-AP or access RAISE-AP resources at their own risk and responsibility. It is their duty to be responsible for the upkeep and protection (anti-virus software/security settings) of their devices and to have them charged and adequately insured as appropriate.

RAISE-AP staff may offer help and advice to students and staff in the use of devices where possible but are not responsible for any repair or configuration changes.

Responsibilities

RAISE-AP will NOT be responsible for:

- Charging of personal devices or any suspected damage caused by charging.
- Personal devices that are broken, damaged or malfunction while at RAISE-AP or during RAISE-AP-related activities.
- Storage/security of a personal device.
- Personal devices that are lost/stolen/damaged at RAISE-AP or during RAISE-AP related activities.
- Maintenance or upkeep of any personal device including software updates, hardware upgrades or compatibility issues.
- Any possible device charges to an account that might be incurred during RAISE-AP related activities e.g. data usage.
- Lost or corrupted data on a device or in any server or cloud storage areas.

Artificial intelligence

The use of Artificial Intelligence (AI) in RAISE-AP is guided by principles of ethical use, data privacy, and academic integrity. We are committed to using AI responsibly, ensuring it is used for educational enhancement, and not for plagiarism or other unethical activities. We regularly review our AI usage and stay updated with the latest developments in AI technology to ensure our practices are current and in line with legal and ethical standards. Use of AI will be governed by the Artificial Intelligence Policy.

Reporting

Any breach of the policy should be reported to the H RAISE-AP Educational Directors.

Raise Values

Our RAISE-AP values (Resolve, Attitude, Invest, Social Skills and Education) are key in everything we do, specifically with attitudes (modelling and expectations), invest (tailoring setup for our young people) social skills (becoming part of a community) which are linked to our BYOD policy.
