

South Gloucestershire and Stroud Academy Trust (SGSAT)

IT Acceptable Use Policy – Mobile Devices

If you would like this document in an alternate format
Please contact the SGS-GS Human Resources Department

Prepared by:	Tim Hanks
Job Title/Role:	Group IT Director
Ref. No.: Q/P 147	Date of this version: 28 th January 2019 Review date: 30 th June 2020 (Subject to any legislative changes) Upload to SGSAT website? No Upload to e-Campus? No
Approved by:	SGSAT Board
Date of Approval:	

Mandatory Initial Equality and Diversity Impact Screening



Main aim and purpose of the policy:		The main aim and purpose of this policy is to clearly layout guidelines for the acceptable use of mobile devices which includes but is not limited to iPads, Tablets, Laptops, Smartphones and similar 3G and 4G devices, Portable Hard Drives, USB Keys and PDA's.			
Is this policy (or its constituent parts) relevant to a general equality duty? (please tick)	This policy development will assist in the elimination of unlawful discrimination and/or harassment of identified groups?	Implementation of this policy will promote equal opportunities for identified groups?	Implementation of this policy will promote positive attitudes and participation between groups?	Implementation of this policy will promote good relations between groups?	
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race or Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Carers/ Care givers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Persons in care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Specify any groups for which there is evidence or reason to believe that some groups or individuals could be affected differently:					
None.					
How much evidence is there:	None	A little	Some	A lot	
Is there any concern that the policy may operate in a discriminatory way?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assessed relevance to equality (tick one row only)	High	Med	Low	None	Brief reason for this assessment
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race or Ethnicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Carers/ Care givers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
What is the next step? (tick one only)	What priority level is this policy?			Has the Policy been sent for Full EQIA, or do you believe the policy should have a Full EQIA?	
	High <input checked="" type="checkbox"/>	Medium <input type="checkbox"/>	Low <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>I am satisfied that an initial screening has been carried out on this policy/procedure and a full Impact Assessment is not required</i>					
Completed by: Tim Hanks		Position: Group IT Director		Date: 28/01/2019	

IT Acceptable Use Policy – Mobile Devices

1. Introduction

- 1.1. This policy outlines the acceptable use of mobile devices that are used in relation to the SGS Academy Trust ('the Trust') and its business.

2. Statement

- 2.1. Mobile devices such as iPads, Tablets, Laptops, Smartphones and similar 3G and 4G devices, Portable Hard Drives, USB Keys and PDA's are all subject to the "IT Acceptable Use Policy – Users" and present their own unique requirements.

3. Objectives

- 3.1. The objective of this document is to clearly layout guidelines for the acceptable use of mobile devices.

4. Implementation

4.1. Physical Security

- 4.1.1. Mobile devices need to be stored securely at all times.
- 4.1.2. Mobile devices should not be left in vehicles. If there is no alternative for short periods of time they must be stored out of site in a locked compartment.
- 4.1.3. In any circumstance, mobile devices must not be left in vehicles overnight.

4.2. Data Security

- 4.2.1. From April 2016 Microsoft's Bitlocker cryptography solution will be adopted for use on all Windows based staff devices providing encryption of all portable media (such as USB keys).
- 4.2.2. Write access will be denied on all Microsoft Windows based staff machines to all portable media NOT encrypted via Bitlocker.
- 4.2.3. All Microsoft Windows tablets and laptops designated specifically as "Staff Only" will be fully encrypted.
- 4.2.4. Mobile devices used for Trust business MUST be password protected.

- 4.2.5. Where possible they must use encryption.
- 4.2.6. All devices in this category capable of sending, receiving and storing ANY business related data MUST install the “Company Portal” Mobile Device Management (MDM) client from the relevant app store for the device.
- 4.2.7. Any device not capable of encryption or password protection must not be used to store any data subject to the Data Protection Act 2018 or of a commercial nature.

5. Responsibilities

- 5.1. All.

6. Related Policies and Legislation

- 6.1. IT Security Policy
- 6.2. Acceptable Use Policy – Users
- 6.3. Acceptable Use Policy – Email
- 6.4. Data Protection Act 2018