

Bring Your Own Device (BYOD) Policy



Policy Statement

Puddle Ducks allows employees to bring their own device (eg tablet, laptop) into the workplace, and to use the device to access company data and information.

This policy sets out the terms relating to the use of personal devices in the workplace.

Scope of the Policy

Employees are allowed to bring their own devices into the workplace, and to use those devices to access company data and information. This is subject to the points below.

1. The device must be checked by the IT department to ensure that there are no security risks before it is used to access company data and information.
2. The device must have virus protection installed. This must be the protection that is defined by the IT department.
3. Any software on the device that will be used to access company information must be checked by IT and configured by them.
4. Only the following browsers can be used when accessing company information specify browsers .
5. Only devices of the following brand are covered by this policy.
6. This policy specifically applies to laptops/smartphones/tablets/other . Employees are not allowed to bring laptops/smartphones/tablets/others into the workplace and use them to access company information.

Security

The security of Puddle Ducks information and data is paramount. Employees must not do anything which might compromise that security when using their own devices.

1. The device must be password protected. The employee should not share the password with anyone without their line manager's knowledge and permission.
2. All passwords should be a mix of numbers and letters, and must be replaced every month.
3. The device should lock after it has been left unattended for more than five minutes.
4. The device should not be used to access company data or information in a public place where non-employees might be able to see the content.
5. The employee should never use the device to access company data over an unsecured network.

Owners / Managers, Miss V Stratford & Mrs J Stratford-Parker

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6. The following company data and information must never be accessed from a personal device list any information that must not be accessed, such as employee's personnel files.
7. The following apps may not be downloaded onto a device that is being used for company business list apps.
8. Personal data relating to other employees must never be stored on a personal device.

Personal Use in the Workplace

Although it is acknowledged that the device is the employee's personal property, employees must not spend time at work using the device for personal reasons. During working hours, the device should only be used for company purposes.

1. The personal device can be used for personal purposes during any designated breaks.
2. A device that is only used for personal purposes must never be used to connect to the organisation's network.
3. The following websites are blocked by the organisation and must not be accessed by an employee during working hours list websites.
4. Any personal device which is used for company purposes must never (during or outside working time) be used to access pornography or any illicit or illegal material.
5. Personal calls should only be taken during working hours when the matter is urgent or an emergency.
6. Unless the device has a hands-free facility it should never be used when driving.

Cost of the Device

The device is the employee's property and remains the property of the employee at all times.

1. The organisation will not make a contribution to the cost of the device.

Leaving the Organisation

When an employee leaves the organisation, he or she must ensure that any company information has been removed from the device.

1. The device should be taken to the IT department who will check the device to ensure that all company information has been removed.
2. The employee should advise any customer, client or other contact of the organisation who has been given a phone number relating to a personal device that he or she is leaving the organisation. The individual should be given a contact number of another employee. The employee should inform their line manager of all individuals who have been contacted for this reason.

Breach of this Policy

Any breach of this policy could lead to disciplinary action being taken against the employee concerned.

Signed:

Date:

Policy review date:

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