# KMS 451

# Bring Your Own Device (BYOD) Policy

**Appendix A   Student Agreement**

| Created by: | Prodigy IT Solutions | Review Date: | February 2023 |
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| Approved by: | Senior Management Team | Responsibility for Review: | Prodigy IT Solutions |
| Date Approved: | February 2022 | | |

## Introduction

The following policy is to ensure Student Bring Your Own Devices (BYOD) meet the minimum specification in order to connect to the Kingston Maurward College network securely but also outline key protocols which must be followed at all times.

## BYOD Device Minimum Requirements

The following devices must meet the minimum software specification for Student BYOD devices to connect to Kingston Maurward College resources/Network.

Please note supported Operating systems are frequently updated.

- Android Versions 9, 10, 11, 12 and above
- iPhone/iPad IOS versions 14, 15 and above
- Apple Catalina and above (inc Big Sur 11 & Monterey 12)
- Supported Chromebooks
- Windows 10 or Windows 11

**Windows based and Apple devices (iPhone/iPad excluded) must have a supported Anti Virus installed**

## Applications Provided by Kingston Maurward

Kingston Maurward College will provide the following applications only.

It is the responsibility of the Student to ensure they have their own backups in place to minimise data loss; the College is **not** responsible for any data loss.

Any other required software or application will need to be supplied by the Student.

- MS Office Suite (Word, Excel, PowerPoint, Outlook) Online Access
- Kingston Maurward Email Address
- MS Teams
- MS OneDrive

## Recommended Hardware Specification

The following hardware suggestions can be used as a general guideline for students when purchasing their own Laptop device.

Please note this is not a mandatory requirement and each student may have different requirements that do not fall in line with the below suggestions.

**Manufacturer**
HP/Lenovo

**Hardware**
Intel- i-3 / i-5 Processor
8GB RAM
256GB SSD

# Privacy

Kingston Maurward College will respect the privacy of your personal device and will only request access where required to ensure the device meets the security requirements set out in this document.

Kingston Maurward College may also request access if a need arises due to administrative, civil or criminal proceedings.

# Security

- Devices must be protected by an individual user account and password which meets a complex password of 10 character minimum & must meet complexity requirements (three of the following – upper case, lower case, numbers and symbols)

- Rooted or Jailbroken devices are strictly forbidden from accessing the College resources

- A fully supported anti-virus package must be installed, active and regularly updated on devices

- Where available device encryption (full disk or file based) must be utilised

- Operating system updates must be applied regularly and where possible automatically

- Kingston Maurward College may install tools to help protect devices, as well as college information.

  In the event of a lost or stolen device, these tools allow Kingston Maurward College to prevent access to the device through means of a lock out, or remotely wipe the device where required.

- Detection of Malware or Viruses **must be** reported to the IT department immediately

# Disclaimers

- The College reserves the right to disconnect devices or disable access to resources without notice

- Lost or stolen devices **must be** reported to the IT Department within 24 hours

  Users are responsible for contacting other entities outside of the College, such as their mobile operator or insurance

- Kingston Maurward College is **not** responsible for any data loss or corruption within the BYOD device

- Users are expected to use their devices ethically at all times and comply with the College's IT Usage and Security Policy, as well as any applicable local laws

- Users are personally liable for all costs associated with their device

- Kingston Maurward College reserves the right to take appropriate disciplinary action in the event of a breach of this policy

  The College also reserves the right inspect any devices at any time

- Kingston Maurward College will only provide IT support to the applications provided by the College and listed in this policy other support and maintenance for the BYOD device is the student`s responsibility

- Kingston Maurward College is not liable for or required to remedy any malware or viruses which may transmit to the BYOD device

## Student Agreement

I have read, understand and agree to comply with the policy, rules and conditions set out in the College BYOD policy.

I understand that this policy can be amended at any time and my device may fall out of support if not regularly updated.

**Student**

**College**

_____

_____

Name and signature

Name and signature

_____

_____

Date

Date