

BOYD & Guest Wi-Fi Policy

Change History Version	Date	Description	Author
0.1	02/11/2015	Guest Wi-Fi usage policy incorporating Bring Your Own Device (BOYD) guidelines and procedures for use within curriculum delivery.	David Martin - ICT Systems Manager Dimitris Kamperis - ICT Technician Consultation with Curriculum Managers

Table of Contents

1.	Purpose	page 1
2.	Scope of Clients.....	page 1
3.	Device Types	page 1
4.	Principle Standards and Guidelines for Classroom Usage	page 1
5.	Guest Wi-Fi users' will need to be aware the following	page 2
6.	Lost, Stolen, or Damaged Devices.....	page 2
7.	Usage Charges	page 2
8.	Access to the Guest Wi-Fi Service.....	page 2
9.	Difficulty in accessing the system	page 2
10.	Disciplinary Action.....	page 2
11.	Disclaimer	page 3
12.	Liability	page 3

Wolverhampton Adult Education Service

Bring Your Own Device (BYOD) and Guest Wi-Fi Policy

1. Purpose

- 1.1. Wolverhampton Adult Education Service utilises instructional technology as one way of enhancing our Staff and Students' ability to increase their skills and knowledge. In an effort to increase access to online resources, Wolverhampton Adult Education Service has provided the ability for personal devices to connect to our Guest Wireless network. This is typically known as 'Bring Your Own Device' BYOD.
- 1.2. In addition to the Principle, Procedures and Guidelines outlined in this policy, all clients using the Service's Guest Wi-Fi will be expected to comply with all appropriate Adult Education Service rules and policies whilst using personal devices during attendance at our learning sites.

2. Scope of Clients

- 2.1. This policy pertains essentially to all persons utilising the Adult Education Service's Guest Wi-Fi.
- 2.2. Staff of Wolverhampton City Council – Adult Education Service (AES) will be expected to follow the Council and AES policies regarding ICT equipment and systems in conjunction with this policy when using the Guest Wi-Fi.

3. Device Types

- 3.1. For the purpose of this policy, the word "device" will include but not limited to: laptops, netbooks, cell phones, smart phones, iPods, iPads and other tablets, and eReaders. Please note that Nintendo DS (and/or other gaming devices with internet access) is not permissible at this moment in time.

4. Principle Standards and Guidelines for Classroom Usage

- 4.1. Each tutor has full discretion to allow and regulate the use of personal devices in the classroom or specific projects.
- 4.2. Devices must be in silent mode while used in class, unless otherwise allowed by the session tutor. Headphones may be used with the tutor's permission.
- 4.3. Devices may not be used to cheat on assignments, quizzes, or tests purposes (such as making personal phone calls and text messaging).
- 4.4. Students may not use devices to record, transmit, or post photographic images or video of other students or staff during class attendance hours or other learning activities, unless otherwise allowed by the individual(s) and/or supported by a tutor.

5. Guest Wi-Fi users' will need to be aware the following

- 5.1. The Service's Internet content access filters will be applied when a device connects to the internet, this is a monitored system, and any attempt to bypass the Internet filter is prohibited. Please note; the only time individual logs are monitored is if an unlawful activity is highlighted or security related issue has arisen.
- 5.2. Guest Wi-Fi users are prohibited on processing or accessing information via Wolverhampton Adult Education Services owned systems relating to "hacking," and/or altering or bypassing network security and/or policies.
- 5.3. Guest Wi-Fi users should be aware that Wolverhampton Adult Education Service reserves the right to record the mac address and device name of any devices connecting to our wireless network; this is for security purposes only.
- 5.4. Printing from any device on the Service's guest Wireless network will not be possible.
- 5.5. Personal devices should not be charged while in class. Wolverhampton Adult Education Service will not accept any liability of damaged devices if charged using any of the Wolverhampton Adult Education Services power outlets.
- 5.6. Wolverhampton Adult Education Service will not install any software, application, gain access or adjust the student's device in any form.

6. Lost, Stolen, or Damaged Devices

- 6.1. Individuals are responsible for their own device. Wolverhampton Adult Education Service is unable to accept responsibility for lost, stolen, or damaged devices, including lost or corrupt data on personal devices whilst using the Internet.

7. Usage Charges

- 7.1. Wolverhampton Adult Education Service is not responsible for any possible device charges to your account that might be incurred during classroom-related use.

8. Access to the Guest Wi-Fi Service

- 8.1. Access can be requested from the Service's main reception, location is within the Foyer Building, City Learning Quarter.

9. Difficulty in accessing the system

- 9.1. In the first instance the Students should refer to their Tutor and Staff should follow the usual Adult Education procedures.

10. Disciplinary Action

- 10.1. Violation of the principles and guidelines noted in this policy may result in disciplinary action, including the loss of a user's privileges to use the guest wireless network and/or information technology resources. Further discipline may be imposed in accordance with the severity of the violation.

11. Disclaimer

- 11.1. Use of the Guest Wireless Network is entirely at the risk of the Student.
Guest Wireless Internet access is a filtered service providing access to public web pages and web-based email only. There is no guarantee that guests will be able to make a wireless connection. The Service's Guest wireless network should not be treated as secure and general online safeguarding measures should be applied when using the internet.
- 11.2. Wolverhampton Adult Education Service cannot accept responsibility for the safety of personal equipment, security configuration or data files resulting from connection to its Wireless network. Please note it is possible for information sent from or to a wireless device to be captured by anyone else with a wireless device and the appropriate software.

12. Liability

Wolverhampton Adult Education Service cannot be responsible for

- 12.1. The nature, accuracy, validity or legality of information available over the Internet.
- 12.2. Any loss or damage of any kind whatsoever, caused by, arising from, or related to the use of its Guest Wi-Fi.
- 12.3. Any loss or damage arising from inaccurate or misleading information
- 12.4. Any loss or damage resulting from personal financial transactions made over the Internet.
- 12.5. Any loss or damage resulting from viruses or device malfunctions whilst using accessing the Internet via the Guest Wi-Fi.
- 12.6. Damages incurred by incorrect, insufficient or incomplete security settings; or lack of adequate or up-to date virus protection on wireless-enabled devices.