

Policy Identifier: MIE “Bring Your Own Device” Policy

Policy Title:	MIE “Bring Your Own Device” Policy
Description:	Policy outlining the conditions to be applied to the use of personal mobile device for work/study use.
Author (Position):	IT Department
Version:	1
Approved By:	MIE Governing Body
Policy Approval Date:	January 2019
Date of Next Policy Review:	April 2023 (or as necessary)

MIE “Bring Your Own Device” Policy

1. Context

It is appreciated that staff and students use personal mobile devices in the course of their work and this is recognised. However, in order to protect Marino Institute of Education (MIE) and its staff/student member, some conditions need to be applied to the use of personal mobile devices for work/study use. The kinds of devices include, but are not limited to, mobile phones, USB keys, tablets, laptops and similar.

2. Purpose & Principles

- 2.1. This Policy applies to your usage of employee-owned mobile devices and student-owned devices. These include, but are not limited to, mobile phones, BlackBerrys, smartphones, tablet devices, laptops and other portable devices capable of storing data or performing communications. All such devices are referenced hereinafter as “Mobile Device” or “Mobile Devices”.
- 2.2. Subject to prior management approval, you may use your privately owned Mobile Device for work/student related telephony, electronic communication and limited computing (“work use”, “study use”, and “use for work and study”) that may require use of or access to MIE data including, without limitation, data, information, or files regarding any staff member, student or third party that is collected or maintained by or on behalf of MIE (“MIE Data”) or data and information used in the business of MIE (“Business Use Data”) provided you are willing to accept each and every term and condition of MIE’s Bring Your Own Mobile Device User Agreement (“Agreement”).
- 2.3. Any breach of this agreement may result in [disciplinary action](#) up to and including termination. You acknowledge and agree that extension of the right to use a personal mobile device for work use is immediately revocable at any time by MIE, without any prior notice and for any reason or for no reason. You agree that MIE may end the programme in its sole discretion.

3. Policy

You agree and acknowledge:

- 3.1. That use of personal mobile devices for work is voluntary and is not a condition of employment;
- 3.2. That if you choose to use your own Mobile Device you are personally responsible for

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any costs of the Mobile Device and for any and all other data/voice charges. MIE will not reimburse¹ these expenses unless specifically provided for and agreed with you in your contract of employment;

- 3.3. To MIE seeking records of work use of your own mobile device and work use data at any time, and without prior notice, to the extent permitted or as required by law and as necessary and justifiable for business purposes. You agree to comply with any electronic communication systems policies that may be issued by MIE from time to time;
- 3.4. To consent to MIE being aware of any and all Mobile Device applications that you download onto your own Mobile Device to the extent permitted or as required by law;
- 3.5. To waive, release and disclaim, to the extent described below, any expectation or right you may have to confidentiality or privacy with respect to the work use of your mobile device and any work use data accessed from it or processed by it. This waiver is limited to the extent MIE’s access to the work use of the mobile device and any work use data is necessary to protect MIE Data, its legal rights or obligations, and in the ordinary course of its business operations;
- 3.6. That you are responsible and accountable for your own use of your mobile device and any external storage and data, information or files that you access, use or possess. Further, you agree that you are responsible for any hardware, software or other support required for everyday use of the mobile device. MIE is not obliged to replace or repair a Mobile Device that is used for work;
- 3.7. That MIE policies from time to time including, but not limited to, the [Marino Institute of Education Website\(s\) Terms of Use](#), [MIE Website Cookies Policy](#), [MIE Policy on Social Media and Social Networking Policy](#), [MIE Privacy Policy](#), [MIE IT Acceptable Use Policy](#) and confidentiality provisions of the employee/student handbook apply to the use of your own mobile device. You agree to comply with such policies and understand that failure to do so could result in disciplinary action up to and including termination or suspension of your access to MIE IT services;
- 3.8. That your mobile device must be kept secure at all times and that passwords must be used to secure access to work use data and MIE data on the mobile device to ensure that confidential information is protected from unauthorised access. You further

¹ [Reimbursement of Expense Incurred by Governing Body Members](#), [Reimbursement of Expenses](#)

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- understand and agree that you must not share your mobile device or your mobile device password(s) with any other users (including family), in accordance with MIE policies and procedures as issued and revised from time to time;
- 3.9. That any and all work use data and MIE data on your mobile device is owned solely by MIE or content therein when in use on MIE connections/Wi-Fi;
- 3.10. That you have a duty to safeguard and use MIE data that may come into your possession and to do so in accordance with applicable law and MIE policies, procedures and guidelines as issued and revised from time to time;
- 3.11. That disappearance, loss, misuse or unauthorised access to your mobile device and any external storage, and disappearance, loss, misuse or unauthorised access to MIE data may cause great harm to MIE or other affected persons including exposure to liability for MIE or for you personally. You agree to take any precautions required by the IT Department from time to time against viruses or compromising the [security](#) of your Mobile Device;
- 3.12. That you must **immediately** report to the MIE IT Service Desk (www.mie.ie/helpdesk and/or 01 8057700) any disappearance, loss, misuse or unauthorised access to your mobile device and any external storage or to any MIE data;
- 3.13. To accept all production controls required by MIE including, but not limited to, standard MIE device management policies, including but not limited to:
- i. Standards or guidelines
 - ii. Password protection policies
 - iii. Auto-lock on inactivity policies
 - iv. Device encryption policies
 - v. And such other policies, standards or guidelines as MIE may determine from time to time.
- 3.14. That upon termination of employment, or the end of your course, you shall be immediately disqualified from using personal mobile devices for work/study purposes. You also agree that upon termination, upon loss of the Mobile Device or at any other time, MIE, without notice to you, shall have the right to destroy all MIE data, work/study use data, business contacts, business calendars and any other work/study information, work/study documents and/or work/study files on your Mobile Device;

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3.15. That it is solely your responsibility to back-up any personal data, applications, and other information of the mobile device(s). However, in doing so, you agree that you will comply with the MIE data protection privacy statement.

3.16. That any failure to perform your duties and to safeguard your mobile device and any external storage and MIE data in the manner provided above may subject you to disciplinary action up to and including termination and/or including suspension of IT services and facilities normally available on campus.

4. Responsibility

This document is maintained by the IT Department in MIE.

5. Related Documents

- 5.1. [MIE IT Acceptable Use Policy](#)
- 5.2. [MIE Policy on Social Media and Social Networking](#)
- 5.3. Website Policy
 - i. [Marino Institute of Education Website\(s\) Terms of Use](#)
 - ii. [MIE Policy on Management of MIE Website](#)
 - iii. [MIE Website Cookies Policy](#)
- 5.4. [MIE Policy on Cloud Computing Services](#)
- 5.5. [MIE IT Security Policy](#)