**CITY** OF GLASGOW COLLEGE

# Using Your Own Device Policy
## Student Guide

## What is the purpose of the policy?

This policy has been created to provide guidance to those who use a personally owned device to access College systems or information, and their responsibilities towards information security and management.

## Who does it apply to?

Anyone who has been given access rights and will use their own device to access College systems. This includes all staff, students, visitors, volunteers, contractors and board members.

## What does it cover?

**Information systems including:**
- **Office 365, including email**
- **Enquirer**
- **Connected**
- **My City**

## What do I need to know?

When using your own device to access College systems:

- You must keep your device secure and ensure you log-out when finished
- You are responsible for all aspects of security of your device. Using a free public Wi-Fi 'hotspot' may not be secure
- On-campus users must connect to the College Eduroam or Guest Wi-Fi networks. In the Student Accommodation, users can use data points to physically connect to the network
- You must be familiar with your devices security features to keep College data secure You must ensure that your device:
  - Has up-to-date anti-virus software installed and running
  - Has the latest software updates installed
  - Has not been modified in a way that the manufacturers security mechanisms are changed e.g. not jailbroken
  - Is secure with strong password or passcode
  - Is, where available, set up with auto-lock
  - Is not caches to remember passwords
  - Is enabled, where possible, with remote wipe capabilities.
  - Mobile devices should have tracking software enabled e.g. Apple 'Find My iPhone', Google 'Find My Device', Window's 'Find My Phone'.

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