



HOLLY LODGE HIGH SCHOOL

Removable USB Device Exemption

Full Name:	
Role at Holly Lodge:	
Department:	

Use of Restricted USB Devices Exemption Disclaimer

Removable media typically consists of portable devices that can be used to copy, save, store and/or move data from one system to another. Media devices come in various forms that include, but are not limited to, USB drives, flash drives or cards, read/write CDs, memory cards, external hard drives, Cameras and iPod/iPad.

While removable media are extensively used for storing and transporting data, some of the characteristics that make them convenient to use also introduce security risks, due in large part to the fact that they are typically unmanaged storage devices.

To mitigate the risks associated with removable media and the possibility of a data breach the widespread use of removable storage devices at Holly Lodge is prohibited.

In certain situations the use of removable/USB devices is a necessity and in these instances, specified users are exempt from this prohibition.

As a member of staff deemed to have such a reason to use removable storage and USB devices the following conditions are applicable:

- Removable storage devices such as memory sticks shall only be used as a means of sending off student work to relevant exam boards
- Removable storage, image capture, sound recording and video recording devices such as SD cards, cameras, iPods and iPads, shall only be used to upload captured media to persistent storage (PC, Laptop, Network Share)
- The transfer of data **FROM** school systems **TO** removable device remains **PROHIBITED**.

I have read and fully agree to the above conditions.

Signed:		Date:	
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