



GUYANA POLICE FORCE ACADEMY USE AND SECURITY OF ELECTRONIC DEVICES POLICY

1. BACKGROUND

1.1. In the modern era of digitalization, electronic devices have become integral tools for learning, communication, and operational efficiency. Recognizing the importance of leveraging technology while ensuring security and confidentiality, the Guyana Police Force Academy (GPFA) has implemented stringent policies governing the use of electronic devices within its premises.

1.2. The utilization of electronic devices, including laptops, tablets, smartphones, and other portable gadgets, has significantly enhanced educational methodologies and administrative processes at the GPFA. These devices facilitate access to digital resources, enable real-time communication, and streamline administrative tasks, thereby augmenting the overall learning experience for students and improving operational efficiency for staff.

2. OBJECTIVES

2.1. The purpose of this policy is to establish guidelines for the appropriate use and security of electronic devices within the Guyana Police Force Academy (GPFA). The aim is to ensure a secure and productive learning environment while safeguarding sensitive information and maintaining the integrity of the academy's operations.

3. POLICY STATEMENT

3.1. The Guyana Police Force Academy (GPFA) is committed to providing a secure and conducive learning environment for its students and staff. This policy outlines the guidelines for the appropriate use and security of electronic devices within the

academy to safeguard sensitive information, maintain operational integrity, and promote a culture of responsible technology usage.

4. SCOPE

- 4.1. This policy applies to all students, staff, and visitors at the Guyana Police Force Academy who use electronic devices on the premises.
- 4.2. This Policy is in accordance with the **Guyana Police Force Standing Orders No. 43 Property**.

5. POLICY GUIDELINES

5.1. Authorized Usage:

- 5.1.1. Electronic devices, including but not limited to laptops, tablets, smartphones, and other portable gadgets, may be used for educational and professional purposes within the GPFA.
- 5.1.2. Devices must not be used during academic sessions unless explicitly permitted by the instructor.

5.2. Network Access:

- 5.2.1. Devices connected to the GPFA network must comply with security protocols established by the Academy's IT department.
- 5.2.2. Users are prohibited from attempting to gain unauthorized access to the Academy's network or engage in any malicious activities.

5.3. Data Security:

- 5.3.1. All electronic devices must have up-to-date antivirus software installed to prevent the spread of malware.
- 5.3.2. Users must not install unauthorized software or apps that may compromise the security of the academy's information systems.

5.4. Confidentiality:

- 5.4.1. Users must respect and protect the confidentiality of information stored on their electronic devices, especially when handling sensitive data related to the GPFA.

5.5. Camera Usage:

- 5.5.1. The use of cameras on electronic devices is prohibited in designated areas such as classrooms, examination halls, and sensitive operational zones to preserve privacy and security.

5.6. Reporting Security Incidents:

5.6.1. It is imperative for users to promptly report any security incidents, loss, or theft of electronic devices to the GPFA's security personnel to facilitate swift and appropriate action.

5.7. Compliance:

5.7.1. All individuals within the GPFA using electronic devices must comply with this policy. Non-compliance may result in disciplinary actions to maintain a secure and disciplined academic environment.

6. Enforcement:

6.1. Adherence to this policy is mandatory for all students, staff, and visitors within the GPFA. Violations will be subject to appropriate disciplinary actions, which may include warnings, temporary suspension of device privileges, and further measures as determined by the Academy's Administration.

7. REPORTING AND COMMUNICATION

7.1. THE FORCE TRAINING OFFICER(FTO) WILL REPORT ALL USE AND SECURITY OF ELECTRONIC DEVICES MATTERS TO:

7.1.1. Commissioner of Police

7.1.2. Deputy Commissioner Operations

7.1.3. Officer-In-Charge Communication and Information Department

7.1.4. Force Training Officer

8. EFFECTIVE DATE

8.1. This policy was approved and has come into effect as of October 16, 2023.

9. REVIEW PERIOD

9.1. A review of this policy will be conducted annually. The review will be conducted by the Training Board. The results of the review will be shared with the relevant stakeholders and necessary changes to the policy will be implemented based on the review.

10. REVISION PERIOD

10.1. This Policy was revised by the Training Board in February 2024.

11. APPROVAL OF POLICY

11.1. This Policy was approved by the Guyana Police Force Executive Leadership Team and the Guyana Police Force Academy Training Board.