



Barrowby Church of England Primary School

ICT Procedures and Security Policy

1. Servers

The servers are located in the I.T. Office:

- The Admin server is for administration (SAP, Integris, confidential and administrative documents. 'S' Drive for shared access documents).
- The Curriculum server is managed and maintained by Ark ICT Solutions.

The servers should never be shut down/switched off except on the direct instructions of the appropriate helpdesk.

1.1 Server Backups

- **Admin Server.**

This server must be backed up daily.

- **Curriculum Server**

This server must be backed up daily.

- Tapes for backup are currently situated adjacent to the servers, apart from one copy which is taken off site, and one copy kept in the safe.
- Checks are undertaken regularly to ensure that backups have been successful

2. Storage

There are various pieces of equipment used within the teaching of ICT, these include:

- Laptops (for use by children and teachers)
- Projectors

2.1. Curriculum Laptops, iPads and Tablets (Used by children in school)

The wireless curriculum laptops are stored in two Charge Safe Units. One is located in the ICT Secure store and one is located in the ICT Cabinet located in the Old School Room.

- When using the curriculum laptops it is the responsibility of the Teacher/TA to ensure the safe transport of these to and from their classroom.
- The curriculum laptops must not be left in a classroom unattended.

- Curriculum laptops must be returned to the Charge Safe Units after use and plugged in to re-charge.
- Children can assist in the movement of the laptops, if they are appropriately supervised by a member of staff. Children should carry no more than 2 laptops each (dependent on size and age of child) and should be taught how to store them in the Charge Safe Unit.
- The Charge Safe Trolleys should not be moved from their position in the ICT lock up or Old School room by teachers and/or TAs. If they are moved, the adult should wait 5 seconds after turning the power off, before removing the plug from the socket, to allow the residual charge to disperse.
- All tablet devices are in a locked charging cabinet and should always be put away safely and securely after use.

2.2. LFTs (Laptops For Teachers) and iPads.

The school provides every teacher with a laptop. These are distributed to the teacher on appointment and after the completion of the Laptop Security Policy (See Appendix 2).

- When using the laptop and i-Pad in school it is the responsibility of the teacher to ensure the safe transport to and from the classroom.
- If the laptop or i-Pad is stored in school, overnight, it is to be put in to its case and locked in to the ICT secure store.
- When connecting to the internet, the LCC Acceptable Usage Policy must be adhered to. (*See Appendix 5*)

2.3. LFTs at home (Used by teachers at home)

When working from home, teachers must:

Transport

- Ensure that the laptop and i-Pad is securely fastened in the case/bag provided when being transported.
- Never leave the laptop and i-Pad unattended at anytime whilst transporting it between the school and your destination, ie do not leave it in your car.
- Secure the laptop in the boot if travelling by car.

Home

- Place the laptop and i-Pad in a safe location when in your home ie not on the floor.
- Ensure that the laptop and i-Pad is out of reach of small children or animals whilst off school premises.

- Keep all fluids away from the laptop and i-Pad ie drinks, paints etc.
- Ensure that no other individual uses the laptop or i-Pad whilst it is in your care unless you have received authorisation for a named person (See Appendix 2) to do so.

Installation

- Never install any software programs onto the laptop.

2.4. Saving Data

- Only use USB Memory sticks and other storage devices provided by the school.
- Never attempt to disable the anti-virus software protection.

2.5. External Devices

To store data safely and to protect the server from virus attack, only school issued USB Memory Sticks and CDs should be used to store work from the school laptops.

All recordable media is available from the School Administrator.

2.6. Theft

The school operates within strict guidelines, outlined in this policy, to prevent the theft of ICT equipment. However, in the case of theft, the following applies:

Any claim for theft of computer equipment covered by the Contents and Related Scheme will be subject to a contribution of 50% from the school, up to a maximum of £1,000 and the balance will be recoverable from the insurers.

All items removed from the premises are covered by the school's insurance, subject to the normal excess.

3. **Projectors**

There is a digital projector in each classroom in the school. They are security tagged and labelled with the school name. They are permanently fixed in to a secure mount on the ceiling.

It is the responsibility of the ICT Team to ensure the projectors are maintained as necessary.

4. **ICT Team**

It is the primary role of the School's ICT Team to maintain and develop the ICT capability of the school. The team comprises of (**See Appendix 3**):

- ICT Leader

- ICT Technician (Ark ICT Solutions)

Our school employs a technician from Ark ICT Solutions, who assists with the maintenance and development of ICT.

4.1. Faults

If a fault is identified then it is recorded within the Faults folder, on the server and reported to a member of the ICT Team.

5 ICT Procedures and Security Policy Review

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, every 3 years.

Last reviewed: November 2023

Next review: November 2026

Barrowby C of E Primary School

ICT Laptop Security Policy

Name : _____ Laptop Serial Number : _____

The laptop computer provided to you is the property of the school and must be cared for in an appropriate way. You must adhere to this policy to minimise the risk of damage to the laptop and to the network it is connected to.

You must :

1. Ensure that the laptop is securely fastened in the case/bag provided when being transported and that the case is clearly labelled with name tag.
2. Never leave the laptop unattended at anytime whilst transporting it between the school and your destination, ie do not leave it in your car.
3. Secure the laptop in the boot if travelling by car.
4. Place the laptop in a safe location when in your home ie not on the floor.
5. Ensure that the laptop is out of reach of small children or animals whilst off school premises.
6. Keep all fluids away from the laptop ie drinks, paints etc.
7. Ensure that no other individual uses the laptop whilst it is in your care unless you have received authorisation for a named person* to do so.
8. Never install any software programs onto the laptop.
9. Never make any changes to the settings of the installed software programs.
10. Only use USB Memory sticks provided with the laptop.
11. Never attempt to disable the anti-virus software protection.

I agree to comply with the above stated policy.
(Failure to do so might result in disciplinary action)

Signature : _____ Date : _____

* Any named person(s) authorised to use this laptop in addition to the main holder must also read and agree to adhere to this policy .

I agree to comply with the stated policy.
(Failure to do so might result in disciplinary action)

Name : _____

Signature : _____

Date : _____

Name : _____

Signature : _____

Date : _____

Name : _____

Signature : _____

Date : _____

Appendix 3

Barrowby C of E Primary School

Role of ICT Team

Team Leader

It is the responsibility of the Team Leader to liaise with the SLT to:

1. Develop an overview of intent for ICT
2. Lead developments within ICT in accordance with SDP
3. Generate action plans to develop the area
4. Develop staff and their use of ICT
5. Liaise with technical support
6. Liaise with Governors
7. Control ICT budget

ICT Technician

It is the function of the ICT Technician to:

1. Liaise with ICT Team Leader & Coordinator
2. Carry out any task that may be required in order to maintain or develop the school's ICT provision

Appendix 4

Barrowby C of E Primary School

Prevention of Theft

Laptops and iPads

All laptops and iPads are stored in the Charge Safe Units, whilst not in use.

Teachers are responsible for their own laptops. If it is taken home then the guidance in the Laptop Security Policy must be followed (see Appendix 2).

If the laptop remains in school then the guidance within this policy must be followed (see section 2.2).