

Policy Statement for Information Security

- We use the School Computer Network User Agreement. Staff are only given access to the information they need to do their job.
- We follow backup procedures for the school network. Daily backups are taken, checked, rotated and safely stored in a lockable environment away from the server.
- Screens and printouts with sensitive data are not in view of unauthorised personnel.
- All staff know that systems must not be left unattended when logged in to the network.
- Only Windows NT4 machines and staff laptops have access to the school network. The network security system has been set up to tailor access by individual staff each with their own passwords.
- Users with access to the SIMS system are set up to regularly change their passwords.
- Staff do not allow children to use their network log-ons.
- All staff know and understand the level of access they have to the school network.
- The head's laptop is locked away in the safe at the end of the school day.

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