



GUILDFORD HIGH SCHOOL

4-21 IT and Data Security

Policy

The use of ICT at Guildford High School is primarily to enhance learning through the use of established and innovative technologies. Our mission is to provide a first class education to academically able girls. We therefore aim to promote new and exciting technology to make our classrooms even more stimulating environments, and to enhance independent learning.

Guildford High School's aim is to use ICT, where appropriate to:

- to enhance the learning experience of our pupils
- to facilitate best teaching practice by teachers, both in the classroom and in their assessment of pupils' progress
- to improve effectiveness, achieve efficiencies and promote best practices in administrative systems.

To support our mission, Guildford High School has a number of policies and procedures in place to guide and support those who use ICT. Both pupils and teachers have access to computer resources, e-learning, Wide Area Network (WAN) as part of the United Learning, that ensure safe, secure and timely access to e-mail, e-learning resources and educational software.

However, we are mindful that technological safeguards go hand-in hand with promotion of best practice, responsible and appropriate usage and so our ICT policy and procedures documents are intended to promote positive outlook and behaviour regarding responsible ICT usage and Internet safety.

It is the responsibility of every staff member, both teaching, teaching, administration and support.

This policy applies to all members of our school community, including those in our EYFS setting. Guildford High School seeks to implement this policy through adherence to the procedures outlined below. The school is committed to ensuring that the application of this policy is non-discriminatory, in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities Policy.

This policy is reviewed annually, or more often if legislation changes or events require, by the Deputy Head (Academic), in discussion with the Network Manager. The next date for review is February 2019. The Acceptable Use Policy for Pupils is available to all interested parties on the school's website and in hard copy from Reception.

All members of staff have to sign the Receipt of Policies form which acknowledges that they have read the ICT Policy when they join the school and there after when the policies are updated.

This policy should be read in conjunction with:

- Child Protection Policy
- United Learning Staff-Student Relationships Letter

- UCST disciplinary procedures
- Data Privacy Policy
- Confidentiality Policy
- Behaviour and Discipline Policy
- Care and Consideration: Anti-Bullying Policy

Procedures

Guildford High School has a network of PCs running Windows 10 and Office 16. In each classroom there is a computer, which is connected to an interactive whiteboard/Digital Screen. In addition, there are two ICT rooms which can be booked by staff, when not timetabled for the teaching of Computing or Controlled Assessment.

Pupils and staff logon to the same domain and use the same network. Staff, unlike pupils, have access to some applications which contain confidential information; it is essential therefore that staff do not leave their computer logged on unattended (see ***Locking your workstation***).

The ICT Department

The members of the ICT Department are shown below:

| Name | Position | Based |
|-------------------------|---------------------------|-------------------------|
| Charles Baddock | Network Manager | Network Manager Office |
| Luke Jupp | Assistant Network Manager | ICT 2 |
| Rosana Vilaplana | MIS | Harper House (upstairs) |
| Martin Comfort | IT Systems Administrator | Junior staffroom |
| Joshua Crinall | AV & IT Technician | Upstairs staffroom |
| Joonas Arola | Technician (Part time) | Admin area |

AV Department

| Name | Position | Based |
|------------------------|-----------------------|--------------------|
| Dave Curran | AV | Upstairs staffroom |
| Georgie Elliott | Multimedia Technician | Media Suite |

Other Relevant Staff

| Name | Position | Based |
|------------------------|-----------------------------------|--------------------------------|
| Martin Holtham | Senior Teacher (Digital Strategy) | Upstairs staffroom |
| Duncan Peel | Deputy Head (Academic) | Curriculum Hub. |
| Javier Gonzalez | Teacher i/c of Computer Science | Staffroom (downstairs) |
| Mike Gibb | Head (Junior School) | Head's Office in Junior School |
| Karen Laurie | Deputy Head (Pastoral) | Office in HoY corridor |

Staff Training and Support

Training

Introductory sessions, to help new staff become familiar with the GHS network, office 365 and databases are held at the beginning of the year. In addition, Martin Holtham, Senior Teacher (Digital Strategy) runs support sessions for established and new staff to help them develop their use of iPads.

Technical Support

There are currently three full time technicians (including the Assistant Network Manager) who provide technical support for the network, Promethean interactive boards and audio-visual equipment.

- A technician can usually be found in the Upstairs Staffroom or ICT2 and will respond to any faults reported using the GHS it support e-mail (ghsitsupport@guildfordhigh.co.uk). In the Junior School an IT Technician can be found in the Junior staffroom.

Staff should telephone or use the support e-mail if they require urgent support; a technician will try to be there within 10 minutes.

You can also use the support e-mail if you require technical support for non-immediate problems, by specifying a required completion date.

Management Information Systems

Rosana Vilaplana is the Database Manger and Joonas Arola is the Intranet Developer and Programmer. Rosana Vilaplana is responsible for supporting and maintaining the Management Information Systems (iSAMS) required by the Senior Management Team and teaching staff, and for ensuring that staff can access the information and resources for teaching and administration. Joonas Arola develops and supports the intranet and several internal systems that help staff with administrative tasks.

Logging on to the network

To access the network staff need a *username* and *password*. Usernames and passwords are allocated by the ICT department. When logging on for the first time - and at termly intervals thereafter - ***you will be asked to change your password***. Your password **must** conform to the Password requirements issued by ICT at the start of each academic year.

The GHS network

Once you are logged on to the network you will have access to:

- Network storage
- Staff applications
- The Internet
- Intranet – GHS Links
- Printers

Office 365

GHS uses Office 365 services, accessible via www.office.com to log into this services staff and pupils will need to use their username plus the school's external address like this: username@guildfordhigh.co.uk and their network password. They will then have access to:

- Email
- OneDrive – cloud storage.
- 5 copies of the Office 2016 suite.

Saving your work

All staff are able to save their work on:

- **Onedrive**
- their **Home (H:) drive** - where only they can see it
- the **Staff (S:) drive** in their departmental folder - where only members of their department can see it

- the **Transfer (T:) drive** - where staff and pupils are able to see it (this is useful for sharing non confidential files)
- In addition, staff and pupils can access documents on the **Worksheets (W:) drive**, but cannot save or update documents on this drive. (This is useful location for worksheets which you want pupils to be able to access, but not change.)

School Wireless Network

WiFi is available in all parts of the school. There are various options to connect to the school network using the WiFi and it will depend on the type of device that you are using.

Using the Internet

Each staff member and pupil have access to internet. The school allows access to a filtered internet to ensure the safety of the content displayed to our community.

To connect to the Internet, click on *a web browser* on the start menu. It will by default open the GHS Links page. This page contains access to all applications accessible by staff. To connect to the Internet either, type in the URL, or click on the "Search" to search using the Google search engine.

Students and Staff member can also access the internet via the iPad browser Safari.

Accessing your Email account

To access your email account within the school you can use either the pre-installed outlook program on the desktop or web version via www.office.com. If you are accessing emails remotely you must log into www.office.com. To log into this services staff and pupils will need to use their username plus the school's external address like this: username@guildfordhigh.co.uk and their network password.

For convenience we have included a shortcut in the GHS Links page and on the school's website, <http://www.guildfordhigh.co.uk> under the About us/Useful Links page.

Email can also be accessed using the iPad via the Outlook application.

You will exercise caution when sending information via email to ensure that it is addressed to the correct recipient(s) and is the correct information (particularly when attaching documents). Personal data (that by which an individual could be identified) must not be transferred to other recipients unless encrypted or password protected, in line with the requirements of the GDPR.

Please refer to the section **transferring data** below for more information.

Printing and scanning

There are a number of colour and black and white printers attached to the network. These are located in the ICT rooms, staffroom, Science department and the Music department. The printers available to you depend upon the location of your computer. Always check you are printing to the correct printer, before printing anything confidential.

GHS also allows scanning of documents via the RICOH photocopiers. The scans are saved onto a shared folder in the staff drive called Ricoh_scans. This folder has open access to all domain users, do not scan any confidential documents this way.

If confidential documents need to be scanned please contact a member of the IT department.

Responsible Use of the GHS Network and of the Internet

Staff and pupils are expected to use the school's systems in a responsible manner and for 'acceptable educational purposes'. Guidelines for conduct on the network and in the ICT rooms are agreed by pupils each

year (see *E-mail and Internet Acceptable Use Policy*) and it the responsibility of staff supervising pupils to ensure that these guidelines are followed.

Staff and pupils are not permitted to load software onto PCs. Only school laptops may be connected to the network.

Transferring Data

You will not transfer United Learning/Guildford high School data outside of the organisation's systems except via the Group's email or encrypted media. This includes the use of cloud storage and personal email accounts. Onedrive and Foldr are the only acceptable way of accessing your files remotely. On no account will data be transferred using any other platform or physical devices.

Any personal data transferred should always be sent encrypted and marked Confidential. To classify, label, and protect documents and emails GHS uses the Azure Information Protection (AIP).

GHS also uses Data Loss Protection (DLP) software to minimise data loss.

Virus Protection

All PCs connected to the GHS network are covered by anti-virus software. However, when using the network, staff should take sensible precautions such as:

- not opening e-mail attachments from unknown sources
- not downloading executable files or programs from the Internet.

Logging Off

At the end of your session you **must** log off, but **do not shut your computer down or switch it off**. (The ICT Department automatically updates software overnight and if your PC is not switched on, then updates will be downloaded when you first log on in the morning. This could take some time and could disrupt your first lesson.)

Locking Your Workstation

If you are leaving your computer unattended you **must** 'lock' your computer.

Press **Ctrl + Alt + Delete** keys at the same time and select lock computer or alternatively use the **Windows + L** key. To unlock it simply enter your password.

iPads

We are a 1:1 iPad school. iPads are used in the classroom and at home to complement a range of other teaching techniques.

All members of the school community, staff and pupils have a personal iPad that they can use to access their emails, internet and system files.

There is a range of applications available to staff, please refer to the appendix 1 for a list of available applications.

You **must not** install applications that bypass security measures implemented by GHS.

Using the ICT Rooms for Lessons

When the ICT rooms are not being used for ICT teaching staff may book them using the ICT room booking system accessible from GHS Links. Support may not be available from ICT staff, so you will need to make sure

you are familiar with the equipment the software before your lesson. Please ensure that students use colour printing with discretion.

Pupil Access to the ICT Rooms and Library computers

In the Senior School ICT Rooms and Library, the computers, network facilities and the Internet operate on an open access basis and are available on school days between 8.00 am and 5.45 pm. Pupils may log on and use PCs, printers and scanners without a member of staff being present ***provided that they follow the guidelines*** concerning use of the facilities and standards of behaviour.

In general, there is no formal booking system for pupils in the ICT Rooms at breaks or lunchtime but work always has precedence.

Staff may book an ICT room for their whole class during a lesson. However, they should not send an individual to an ICT room during a lesson for independent research. Booking is through the Room Bookings system (on PC desktops).

Word Press

Word Press is used by Senior School staff and pupils as a means of sharing information and delivering the curriculum. It is mainly used to put resources on for pupils (each subject has its own area on Word Press) and to promote subject specific events, articles, videos, news.

Communications

Contacting students via school email is acceptable so long as it is for educational purposes. Staff should not share personal information or request it of a pupil. All communication should be open and transparent. Communication includes wider technology such as web-cams, camera, email, websites and social networking.

Subject Access Request

If a staff member receives a Subject Access Request they must report it immediately to the school's DPLs, Rosana Vilaplana or Duncan Peel, who will record and process the Subject Access Request and Inform the Data Protection Officer, Steve Whiffen.

Incident Handling and Data Breach

If a staff member is aware of a data security incident, they must report it immediately to the school's DPLs, Rosana Vilaplana or Duncan Peel, who will complete a Data Breach Report Form to be reviewed by the Data Protection Officer, Steve Whiffen.

Breaches of personal data will be reported to the Information Commissioner's Office by the Data Protection Officer.

Staff and Student Acceptable Use Policies

All pupils in the school and all staff must sign the relevant Acceptable Use Policy before being allowed access to the school network. In the Junior School parents sign the Acceptable Use Policy for KS1 pupils. Junior School pupils have a simple booklet which explains the key points to them in language which younger pupils can understand. This is important for those pupils who do sign the Policy themselves. By signing the policy all pupils and staff have access to GHS systems and a GHS iPad. Junior School pupils do NOT have access to school e-mail.

GHS App Catalogue and third party processors

A list of iPad apps already permitted at GHS is available from the Appendix – List of third party processors. Please always check with the IT department for the latest list of available Apps. To start using a new iPad app or new Software that involves uploading pupil's personal data, please make a request using the GHS it support e-mail (ghsitsupport@guildfordhigh.co.uk). All applications need to be checked for GDPR Compliance.