

Coleshill Church of England Primary School

Inspiring our children to flourish and enjoy 'Life in all its
fullness' (John 10:10)



Technical and Security Policy

September 2020

Date adopted by Governing Body:
Reviewer:

Introduction

Effective technical security depends not only on technical measures, but also on appropriate policies and procedures and on good user education and training. The school will be responsible for ensuring the overview that our monitoring/filtering system of our *infrastructure / network* is as safe and secure as is reasonably possible and that:

- users can only access data to which they have right of access
- no user should be able to access another's files (other than that allowed for monitoring purposes within the school's policies).
- access to personal data is securely controlled in line with the school's personal data policy
- logs are maintained of access by users and of their actions while users of the system
- there is effective guidance and training for users
- there are regular reviews and audits of the safety and security of school computer systems
- there is oversight from senior leaders and these have impact on policy and practice.

Responsibilities

The management of technical security will be the responsibility of T.Bunn.

Technical Security

The school will be responsible for ensuring that the school *infrastructure / network* is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people receive guidance and training and will be effective in carrying out their responsibilities:

- School / Academy technical systems will be managed in ways that ensure that the school / academy meets recommended technical requirements
- There will be regular reviews and audits of the safety and security of school academy technical systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- Appropriate security measures are in place to protect the servers, firewalls, switches, routers, wireless systems, work stations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data
- Responsibilities for the management of technical security are clearly assigned to appropriate and well trained staff
- All users will have clearly defined access rights to school technical systems. *Details of the access rights available to groups of users will be recorded by the Network Manager /*

Technical Staff (or other person) and will be reviewed, at least annually, by the Online Safety Group

- Users will be made responsible for the security of their username and password must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security.
- Mike is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations. (Inadequate licencing could cause the school to breach the Copyright Act which could result in fines or unexpected licensing costs)
- School technical staff regularly monitor and record the activity of users on the school technical systems and users are made aware of this in the Acceptable Use Agreement
- *For users to report any actual / potential technical incident to the Online Safety Leader/ Network Manager / Technician, they must log it in our ICT book in the staffroom*
- For the provision of temporary access of “guests” (e.g. trainee teachers, supply teachers, visitors) onto the school system. Please speak to T.Bunn to set up a guest account (these only last for two weeks so please let me know if it will need renewing before the end date.
- An agreed policy is in place regarding the downloading of executable files and the installation of programmes on school devices by users
- An agreed policy is in place regarding the extent of personal use that users (staff / students / pupils / community users) and their family members are allowed on school devices that may be used out of school
- An agreed policy is in place regarding the use of removable media (eg memory sticks / CDs / DVDs) by users on school devices. (see School Personal Data Policy for further detail)
- The school infrastructure and individual workstations are protected by up to date software to protect against malicious threats from viruses, worms, trojans etc
- Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured. (see School Personal Data Policy for further detail)

Password Security

A safe and secure username / password system is essential if the above is to be established and will apply to all school technical systems, including networks, devices, email and Virtual Learning Environment (VLE).

Policy Statements

- All users will have clearly defined access rights to school technical systems and devices. Details of the access rights available to groups of users will be recorded by the Network

Manager (or other person) and will be reviewed, at least annually, by the Online Safety Group (or other group).

- All school / academy networks and systems will be protected by secure passwords that are regularly changed
- The “administrator” passwords for the school systems, used by the technical staff must also be available to the *Head Teacher* or other nominated senior leader and kept in a secure place eg school safe Consideration should also be given to using two factor authentication for such accounts.
- A school / academy should never allow one user to have sole administrator access
- All users (adults and young people) will have responsibility for the security of their username and password must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security to a member of staff (for pupils) and to T.Bunn or other SLT member in her absence (for adults)
- Passwords for new users, and replacement passwords for existing users will be allocated by T.Bunn (ME also has administrative rights to do this if T.Bunn is unavailable. Any changes carried out must be notified to the manager of the password security policy (above).
- Passwords for new users and replacement passwords for existing users will be issued through an automated process (Staff will be asked to change their password once an administrator has set a temporary one)
- Users will change their passwords at regular intervals – as described in the staff and pupil sections below
- Where passwords are set / changed manually requests for password changes should be authenticated by T.Bunn (or ME in her absence) to ensure that the new password can only be passed to the genuine user

Staff Passwords

- **All staff users will be provided with a username and password** by T.Bunn who / which will keep an up to date record of users and their usernames
- The password should be a minimum of 8 characters long and must include three of – uppercase character, lowercase character, number, special characters
- It must not include proper names or any other personal information about the user that might be known by others
- The account will be “locked out” following six successive incorrect log-on attempts

- Temporary passwords e.g. used with new user accounts or when users have forgotten their passwords, shall be enforced to change immediately upon the next account log-on
- Passwords shall not be displayed on screen, and shall be securely hashed (use of one-way encryption)
- Passwords should be different for different accounts, to ensure that other systems are not put at risk if one is compromised and should be different for systems used inside and outside of school
- Passwords should be changed at least every term
- Passwords should not be re-used for 6 months and be significantly different from previous passwords created by the same user. The last four passwords should not be re-used.

Pupil Passwords

Primary schools will need to decide at which point they will allocate individual usernames and passwords to pupils. They may choose to use class log-ins for KS1 (though increasingly children are using their own passwords to access programmes). *Schools / academies* need to be aware of the risks associated with not being able to identify any individual who may have infringed the rules set out in the policy and the AUP.

- All users in KS2 will be provided with a username and password by T.Bunn who will keep an up to date record of users and their usernames
- Users will be required to change their password every term?
- Pupils will be taught the importance of password security throughout the academic year
- School password routines should model good password practice for users
- The complexity (i.e. minimum standards) will be set with regards to the cognitive ability of the children- KS2 children should be able to have A capital, lowercase and 6 letters

Training / Awareness

It is essential that users should be made aware of the need for keeping passwords secure, and the risks attached to unauthorised access / data loss. This should apply to even the youngest of users, even when class log-ins are being used.

Members of staff will be made aware of the school's password policy:

- At induction
- Through the school's online safety policy and password security policy
- Through the Acceptable Use Agreement

Pupils will be made aware of the school's password policy:

- In lessons (throughout the year (especially focused at the beginning of each year) and each time passwords need to be changed
- Through the Acceptable Use Agreement

Monitoring / Reporting / Review

The responsible person T.Bunn will ensure that full records (manual) are kept of:

- *User log-ins*
- *Security incidents related to this policy*

Filtering

Introduction

The filtering of internet content provides an important means of preventing users from accessing material that is illegal or is inappropriate in an educational context. The filtering system cannot, however, provide a 100% guarantee that it will do so, because the content on the web changes dynamically and new technologies are constantly being developed. It is important, therefore, to understand that filtering is only one element in a larger strategy for online safety and acceptable use. It is important that the school has a filtering policy to manage the associated risks and to provide preventative measures which are relevant to the situation in this school.

All users have a responsibility to report immediately to T.Bunn/ M.Edwards any infringements of the school's filtering policy of which they become aware or any sites that are accessed, which they believe should have been filtered.

Users must not attempt to use any programmes or software that might allow them to bypass the filtering / security systems in place to prevent access to such materials.

Policy Statements

Internet access is filtered for all users. Differentiated internet access is available for staff and customised filtering changes are managed by the school. Illegal content is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list and other illegal content lists. Filter content lists are regularly updated and internet use is logged and frequently monitored. The monitoring process alerts the school to breaches of the filtering policy, which are then acted upon. There is a clear route for reporting and managing changes to the filtering system. Where personal mobile devices are allowed internet access through the school network, filtering will be applied that is consistent with school practice.

- Either - The school maintains and supports the managed filtering service provided by the Internet Service Provider (or other filtering service provider)
- In the event of the technical staff needing to switch off the filtering for any reason, or for any user, this must be logged and carried out by a process that is agreed by the Head Teacher (or other available senior leader in his absence)

- Mobile devices that access the school internet connection (whether school or personal devices) will be subject to the same filtering standards as other devices on the school systems
- Any filtering issues should be reported immediately to the filtering provider.
- Requests from staff for sites to be removed from the filtered list will be considered by the Senior Leadership Team. If the request is agreed, this action will be recorded and logs of such actions shall be reviewed regularly by the Online Safety Group.

Education / Training / Awareness

Pupils will be made aware of the importance of filtering systems through the online safety education programme. They will also be warned of the consequences of attempting to subvert the filtering system.

Staff users will be made aware of the filtering systems through:

- the Acceptable Use Agreement
- induction training
- staff meetings, briefings, Inset.

Parents will be informed of the school's filtering policy through the Acceptable Use Agreement and through online safety awareness sessions / newsletter etc.

Users who gain access to, or have knowledge of others being able to access, sites which they feel should be filtered (or unfiltered) should report this in the first instance to T.Bunn or M.Edwards who will decide whether to make school level changes (as above).

Monitoring

No filtering system can guarantee 100% protection against access to unsuitable sites. The school will therefore monitor the activities of users on the school network and on school equipment as indicated in the School Online Safety Policy and the Acceptable Use Agreement. *Monitoring will take place as follows*

Further Guidance

Schools / academies may wish to seek further guidance. The following is recommended:

Schools in England (and Wales) are required "to ensure children are safe from terrorist and extremist material when accessing the internet in school, including by establishing appropriate levels of filtering" ([Revised Prevent Duty Guidance: for England and Wales, 2015](#)).

Furthermore the Department for Education published [proposed changes](#) to 'Keeping Children Safe in Education' for consultation in December 2015. Amongst the proposed changes, schools will be obligated to "ensure appropriate filters and appropriate monitoring systems are in place. Children should not be able to access harmful or inappropriate material from the school or colleges IT system" however, schools will need to "be careful that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding."

In response UKSIC produced guidance on – information on "[Appropriate Filtering](#)"

NEN Technical guidance: <http://www.nen.gov.uk/e-security-managing-and-maintaining-e-securitycyber-security-in-schools/>

Somerset Guidance for schools – this checklist is particularly useful where a school / academy uses external providers for its technical support / security:

<https://360safe.org.uk/Files/Documents/Somerset-Questions-for-Technical-Support-v4.aspx>