



DRONFIELD JUNIOR SCHOOL

Computer Disaster Recovery and Security Plan

Security Plan

Authorised access to FINANCE AND INTEGRIS:

Headteacher: Nicola Thomson

School Business Manager: Karen Myers

Deputy Headteacher: Ian Roberts

Administrative Support: Elizabeth Cooper

Revision No:	5
Date Issued:	5 th October 2015
Committee:	Full Governors
Date Adopted:	23 rd November 2020
Minute No:	23.11.20/8.2
Review Date:	November 2023

Access to the system is limited to known individuals via passwords. Only the above authorised personnel have access to children's and parents' data apart from authorised personnel from Social Services and Education Social Welfare departments.

Please note the Data Protection Act allows disclosure of personal information to other bodies such as the Local Education Authority etc. Care should be taken when disclosing personal information.

The school is registered under the current Data Protection Act.

All data for management purposes, eg INTEGRIS. INTEGRIS and SAP are web based and therefore backups are no longer required. SAP is assessed by 2-factor authentication (through Derbyshire's remote access portal (alongside an authenticator code) and access for both applications are allocated as appropriate.

Computer Disaster Recovery

Administration computers – Norton Antivirus software is installed on the administration computers.

The main server has the following drives: Admin, Staff, Pupil and Scans. Backups of the server are cloud based and serviced by Derbyshire IT Services. A hard copy of students work, where appropriate for test / moderation purposes, is kept.

All management hardware and software and the Ilibra and Server system network is covered by a maintenance contract with Derbyshire County Council IT Services Division. All software and hardware is replaced and re-loaded in the event of failure, theft, etc.

All computers, printers, equipment etc. are listed on the School Inventory and separately on the ICT Audit Inventory with serial numbers and other relevant information. These inventories are maintained regularly by Derbyshire IT Services. Software licences are listed and kept by Derbyshire IT Services.

All staff are aware of the Internet Use and e-mail regulations.

Perspective — The Headteacher and School's Business Manager are the only member of the School community that have access to Perspective. All staff have Office 365 school accounts (encrypted email) – the School's Business Manager is the Administrator.

Telephone numbers in the event of failure, theft or other emergency: School Admin IT Helpline / IT Support Service 01629 537777

Signed: _____ (Chair of Governors)