

# Information Security for Schools

## Version control

Version	Author	Date of amendment
1.0	Information Security	17/6/2010
1.1	M Dove	13/6/2013

# Information Security Policy for Schools

## Objective

The objective of this Information Security Policy is to protect the information assets processed by Sir Thomas Boughey High School from all appropriate threats. Compliance with this Information Security Policy is necessary to ensure the confidentiality, availability and integrity of the school's data, and minimise information security incidents.

In support of this Information Security Policy the Head Teacher and Governors accept their role in being fully accountable for information security and are committed to:

- Treating information security as a high priority
- Creating a security aware education environment
- Implementing controls that are proportionate to risk
- Promoting individual accountability for compliance with information security policies and supporting procedures and guidance

This document is written for all staff in schools within Staffordshire, although some of the information contained will be relevant to students.

## Scope

Information takes many forms.

The scope of this Information Security Policy includes, but is not limited to:

- All information processed by Sir Thomas Boughey High School electronically or in paper form, including but not limited to:
  - Pupil data and external partner information and reports
  - Operational plans, accounting records and minutes
  - Employee records
- All information processing facilities used in support of Sir Thomas Boughey High School's operational activities to store, process and transmit information
- All external parties that provide services to Sir Thomas Boughey High School in respect of information processing facilities

## Policy Coverage

This Information Security Policy provides that Sir Thomas Boughey High School shall ensure that:

- Information shall be protected against unauthorised access
- Information shall be protected against unauthorised disclosure
- Integrity of information shall be maintained
- Information shall be available to authorised users when required
- Statutory and legal obligations shall be met
- Unauthorised use of information assets and information processing facilities shall be prohibited
- Students shall continually be made aware of information security, it's importance to them and how it can impact on their time in school

- Any third parties utilising the Sir Thomas Boughey High School site or facilities are aware of their responsibilities under this policy
- All breaches of information security, actual or suspected, shall be reported and investigated.
- Controls shall be commensurate with the risks faced by Sir Thomas Boughey High School
- This information security policy shall be communicated to all employees for whom information security training shall be regularly given

In support of this Information Security Policy, more detailed security guidance and processes shall be developed for employees, information assets and information processing facilities.

The guidance documents associated with this policy will cover Information Security in schools in the following areas:

- Internet and Email Usage
- Technical Security

## **Responsibilities**

The Head teacher and Governors of Sir Thomas Boughey High School shall be accountable for ensuring that appropriate security and legal controls are identified, implemented and maintained. They shall be supported in this task by all employees. Students need to be made aware of their responsibilities under this policy, and supported to uphold it.

The Head Teacher and Governors shall appoint a staff member who shall be responsible for managing information security at an operational level; this staff member is Mr Dove, the system manager.

It is the responsibility of all school employees, students and 3<sup>rd</sup> parties to adhere to school policies. Non-compliance of the Information Security Policy by any employee shall result in disciplinary action. Non-compliance by 3<sup>rd</sup> parties shall result in their connection being terminated.

The Head Teacher and Governors must approve this Information Security Policy.

## **Policy Implementation**

The Head teacher and Governors along with the operational manager with responsibility for Information Security at Sir Thomas Boughey High School must implement such Information Security controls as they see fit for their establishment.

## **Policy review and maintenance**

This Information Security Policy shall be reviewed annually by the Head Teacher and Governors or at other times as dictated by operational needs.