



Remote Access Policy and Guidelines

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2016	Dec 2017	Resources Committee	Governing Body	Giuseppe Sollazzo

Purpose

The purpose of this policy is to protect the confidentiality, integrity and availability of The Devonshire Hill Nursery and Primary School's information by controlling remote access to its IT systems and to define standards for connecting to The Devonshire Hill Nursery and Primary School's network from any host.

Scope

The scope of this policy applies to:

- The Devonshire Hill Nursery and Primary School's personnel, and service providers utilising The Devonshire Hill Nursery and Primary School's information system resources from a remote location; and
- Information system resources, including data networks, LAN servers and personal computers (stand-alone or network-enabled) located on The Devonshire Hill Nursery and Primary School and non-Devonshire Hill Nursery and Primary School locations, where these systems are under the jurisdiction and/or ownership of The Devonshire Hill Nursery and Primary School, and any personal computers and/or servers authorised to access The Devonshire Hill Nursery and Primary School's data networks. Third parties shall also adhere to this policy;
- Remote access connections used to do work on behalf of The Devonshire Hill Nursery and Primary School, including reading, sending email and viewing intranet web resources from all types of equipment.

Policy Statement

The Devonshire Hill Nursery and Primary School's information system resources are assets important to The Devonshire Hill Nursery and Primary School's business and stakeholders and its dependency on these assets demands that appropriate levels of information security be instituted and maintained. It is The Devonshire Hill Nursery and Primary School's policy that appropriate remote access control measures are implemented to protect its information system resources against accidental or malicious destruction, damage, modification or disclosure and to maintain appropriate levels of confidentiality, integrity and availability of such information system resources.

Policy Objectives

The objectives of this policy with regard to the protection of information system resources against unauthorised access from remote locations are to:

- Minimise the threat of accidental, unauthorised or inappropriate access to either electronic or paper-based information owned by The Devonshire Hill Nursery and Primary School or temporarily entrusted to it;
- Minimise The Devonshire Hill Nursery and Primary School's network exposure, which may result in a compromise of network integrity, availability and confidentiality of information system resources; and
- Minimise reputation exposure, which may result in loss, disclosure or corruption of sensitive information and breach of confidentiality.

Policy Overview

The Devonshire Hill Nursery and Primary School information system resources are important business assets that are vulnerable to access by unauthorised individuals or unauthorised remote electronic processes. Sufficient precautions are required to prevent and detect unwanted access from unauthorised users in remote locations. Users should be made aware of the dangers of unauthorised remote access, and managers should, where appropriate, introduce special controls to detect or prevent such access.

Policy Maintenance

Supporting standards, guidelines and procedures will be issued on an ongoing basis by the Governing Body of The Devonshire Hill Nursery and Primary School. Users will be informed of any subsequent changes or updated versions of such standards, guidelines and procedures by way of e-mail or other relevant communication media. Users shall then have the obligation to obtain the current information systems policies from The Devonshire Hill Nursery and Primary School intranet or other relevant communication media on an ongoing basis and accept the terms and conditions contained therein.

Policy Requirements

The Devonshire Hill Nursery and Primary School's information system resources shall be appropriately protected to prevent unauthorised remote access.

General

- It is the responsibility of The Devonshire Hill Nursery and Primary School's employees, contractors, vendors and agents with remote access privileges to The Devonshire Hill Nursery and Primary School's network to ensure that their remote access connection is given the same consideration as their on-site connection to The Devonshire Hill Nursery and Primary School;
- IT equipment provided to The Devonshire Hill Nursery and Primary School employee to support working from home is for the exclusive use of that employee alone;
- Mobile devices e.g Blackberry's, smartphones, and iPads are managed and supported by The Devonshire Hill Nursery and Primary School IT Service Provider;
- Users are permitted to connect their personal mobile devices to The Devonshire Hill Nursery and Primary School email system. However, the school will only provide support for this method of connection on a goodwill basis. Furthermore, it is the responsibility of the user to ensure that their personal mobile device is protected by a password. If that device is lost or stolen, then it is the responsibility of the user to advise their mobile provider and arrange for the device to be removed from the service. If the IT Service Provider believes that access to The Devonshire Hill Nursery and Primary School systems is occurring without adequate security provisions, this facility will be withdrawn immediately and a request for the mobile device to be wiped will be issued;
- The use of external email accounts (i.e. Hotmail, Yahoo, AOL), or other external resources to conduct The Devonshire Hill Nursery and Primary School business is forbidden;
- The Governing Bodies Resources Committee will be the final arbiter for methods of connection to The Devonshire Hill Nursery and Primary School IT network.

Documentation and Data

- All sensitive and business critical documentation belonging to The Devonshire Hill Nursery and Primary School and being used at a remote location must be securely stored and not displayed in a manner which allows its content to be viewed by unauthorised persons;
- Data and documents belonging to The Devonshire Hill Nursery and Primary School must not be stored on personal equipment unless permission from the Headteacher has been obtained. Any data stored on personal equipment must be encrypted, using advice obtained from the IT Service Provider.

General Rules & Principles of Remote Access

- It is the responsibility of employees with remote access privileges to ensure that unauthorised users are not allowed access to The Devonshire Hill Nursery and Primary School internal networks;
- When working in a public area, for instance on a train, the employee must take all reasonable steps to ensure that The Devonshire Hill Nursery and Primary School's information remains confidential and secure. The employee must ensure that any documents/laptop screens are, as much as possible, not readily visible to members of the public.
- All computers connected to The Devonshire Hill Nursery and Primary School internal networks via VPN or any other technology must use the most up-to-date anti-virus software that is the corporate standard; this includes personal computers;
- Remote users will be automatically disconnected from The Devonshire Hill Nursery and Primary School's network after thirty minutes of inactivity. The user must then logon again to reconnect to the network;
- Users of computers that are not The Devonshire Hill Nursery and Primary School-owned equipment must configure the equipment to comply with The Devonshire Hill Nursery and Primary School's Network related policies;
- Only Devonshire Hill approved VPN clients may be used;
- By using VPN technology with personal equipment, users must understand that their machines are a de facto extension of The Devonshire Hill Nursery and Primary School's network, and as such are subject to the same rules and regulations that apply to The Devonshire Hill Nursery and Primary School-owned equipment, i.e., their machines must be configured to comply with The Devonshire Hill Nursery and Primary School's information security policies.

Reporting Security Incidents

All security incidents, including actual or potential unauthorised access to The Devonshire Hill Nursery and Primary School's information systems via remote access, should be reported immediately to the School Business Manager or Headteacher.

User Awareness

Users commencing remote working will be made aware by their Line Manager of this policy and all its provisions.

Disciplinary Process

The Governing Body of The Devonshire Hill Nursery and Primary School reserves the right to audit compliance with this policy from time to time. Any disciplinary action, arising from breach of this policy, shall be taken in accordance with The Devonshire Hill Nursery and Primary School's Rules and Disciplinary Code as amended from time to time. Disciplinary action may ultimately lead to dismissal.

Deviations from Policy

Unless specifically approved by the Governing Body, any deviation from this policy is strictly prohibited. Any deviation from or non-compliance with this policy will be reported to the Headteacher.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the link governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Tuesday 20th December 2016.