



Technical Security Policy (including filtering and passwords)

Our Vision

Bells Farm Primary School embraces the positive impact and educational benefits that can be achieved through appropriate use of the Internet and associated communications technologies. We are also aware that inappropriate or misguided use can expose both adults and young people to unacceptable risks and dangers. To that end, Bells Farm Primary School aims to provide a safe and secure environment which not only protects all people on the premises but also educates them on how to stay safe in the wider world.

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 that the school 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 Mr Baddhan – ICT Operations Manager / Online Safety Coordinator.

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 will receive guidance and training and will be effective in carrying out their responsibilities:

- School technical systems will be managed in ways that ensure that the school meets recommended technical requirements (see Online Safety policy)
- There will be regular reviews and audits of the safety and security of school technical systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- Appropriate security measures are in to protect the servers, firewalls, switches, routers, wireless systems, workstations, 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.
- 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. (See Password section below).
- Mr Baddhan 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
- Mobile device security and management procedures are in place- see mobile phone policy
- 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 Policy Agreement.
- Remote management tools are used by staff to control workstations and view users activity



- An appropriate system is in place (email Mr Baddhan) for users to report any actual / potential technical incident to the Online Safety Coordinator / ICT Operations Manager.
- It is prohibited to download 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 / community users) and their family members are allowed on school devices that may be used out of school.
- An agreed policy is in place (see Personal Data Policy) regarding the use of removable media (eg memory sticks / CDs / DVDs) by users on school devices.
- 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.

Password Security

Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.

- 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 ICT Operations Manager and will be reviewed, at least annually, by the Digital Council.
- All school networks and systems will be protected by secure passwords that are regularly changed
- The “master / administrator” passwords for the school systems, used by the technical staff must also be available to the Headteacher 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.
- Passwords for new users, and replacement passwords for existing users will be allocated by Mr Baddhan. Any changes carried out must be notified to the manager of the password security policy (above).
- 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.
- Users will change their passwords at regular intervals – as described in the staff and student sections below



- Requests for password changes should be authenticated by Mr Baddhan 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 Mr Baddhan who 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
- must not include proper names or any other personal information about the user that might be known by other
- the account should 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
- should be changed at least every 60 to 90 days
- should not re-used for 6 months and be significantly different from previous p the last four passwords cannot be re-used passwords created by the same user
- should be different for different accounts, to ensure that other systems are not put at risk if one is compromised
- should be different for systems used inside and outside of school

Student passwords

- All users (at KS2 and above) will be provided with a username and password by Mr Baddhan who will keep an up to date record of users and their usernames
- Users will be required to change their password every academic year
- Students will be taught the importance of password security
- The complexity (ie minimum standards) will be set with regards to the cognitive ability of the children
- KS1 users will use group or class logins until they reach KS2, when they will receive individual logins



Training / Awareness

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

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

- in lessons (during Computing / Online Safety lessons)
- through the Acceptable Use Agreement

Audit / Monitoring / Reporting / Review

The responsible person (Mr Baddhan) will ensure that full records are kept of:

- User Ids and requests for password changes
- User log-ons
- Security incidents related to this policy

Filtering

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.

Responsibilities

The responsibility for the management of the school's filtering policy will be held by Mr Baddhan. They will manage the school filtering, in line with this policy and will keep records / logs of changes and of breaches of the filtering systems.

To ensure that there is a system of checks and balances and to protect those responsible, changes to the school filtering service must:

- be logged in change control logs
- be reported to a second responsible person (Headteacher)



- be reported to and authorised by a second responsible person prior to changes being made
- be reported to the Digital Council in the form of an audit of the change control logs

All users have a responsibility to report immediately to Mr Baddhan 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 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.

- The school maintains and supports the managed filtering service provided by the Internet Service Provider and local authority.
- 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 Headteacher or other nominated senior leader).
- 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 technical staff and the Headteacher. If the request is agreed, this action will be recorded and logs of such actions shall be reviewed regularly by the Digital Council.

Education / Training / Awareness

Students will be made aware of the importance of filtering systems through the Online Safety education programme – Computing subject. 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.

Changes to the Filtering System

Changes to the filtering of websites can be requested to Mr Baddhan. However the Headteacher will make the ultimate decision on whether the website can be granted access in school. If you wish to have a website unblocked, please request this in writing via email to website@bellsfrm.bham.sch.uk. The form should then be completed, signed and passed to Mr Baddhan who will then consider the request and if there are good reasons for the website to be blocked/unblocked, then Mr Baddhan will pass onto to the Headteacher to complete the change.

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 Mr Baddhan who will decide whether to make school level changes (as above).

Monitoring

Although the school internet use is monitored by the internet provider, in school monitoring is also used on school devices using software called Securus. Further details are available in the Online Safety policy.

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.

Audit / Reporting

Logs of filtering change controls and of filtering incidents will be made available to:

- the second responsible person (Headteacher)
- Digital Council
- Safeguarding Governor / Governors committee
- External Filtering provider / Local Authority / Police on request

The filtering policy will be reviewed in the response to the evidence provided by the audit logs of the suitability of the current provision.

Date of review June 2017

Next review July 2018