Cloud Storage Policy

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.

Scope

All Bells Farm staff and students. This policy concerns cloud storage providers including Dropbox, OneDrive and Google Drive. This policy does not cover the use of social media services, which is addressed in the Online Safety Policy.

Overview

Cloud storage providers are applications that users access via the Internet. These services are contractually provided by companies such as Apple, Google, Microsoft, and Amazon. They are accessible over the Internet through a variety of platforms (workstations, laptops, tablets, and smart phones).

Commercial cloud providers like Dropbox offer convenient file storage; however, using "the cloud" does not offer a secure environment for sensitive data.

Strictly no school sensitive data should be stored on any cloud service.

All staff users have acess to Microsft One Drive through their email account, saving any non-sensitive documents in this area is acceptable within the terms of use. Under no circumstances should school files / folders be saved on other cloud storage providers.

Use of cloud providers can introduce unknown risk.

- The provider may or may not be able to deliver effective service consistently.

- The provider may or may not have effective management controls in place: oversight of third parties, adequate insurance, disaster recovery and business continuity plans.

- What if the cloud service provider is bought by another company? How would that sale affect data ownership, disaster recovery, privacy policies, and other issues that might affect your data stored with a cloud service provider?

Foldr

Bells Farm provide a secure private cloud service that allow staff to access network drives from outside of school. All users agree to the terms of the Foldr service before prior to using it. Some files and folders are restricted over the cloud to protect critical sensitive data. See Foldr policy for more information.

Date of review June 2018

Next review July 2019