Data Backup and Anti-Virus Policy

Created Sep 2006 – Updated March 2012, January 2015, September 2017, May 2023

1. INTRODUCTION

This policy needs to be read in conjunction with the following school policies: Computing, E-Safety.

2. AIMS AND OBJECTIVES

- To ensure the efficient running of all computerised admin systems
- To reduce the threat from spyware
- To reduce the threat from viruses
- To ensure that the school has an efficient and reliable system for backing up important data

3. THE ROLE OF GOVERNORS

- The governing body has a duty to monitor personnel and financial matters in school. To do this it has to have up to date information. Therefore the governing body at Molescroft Primary School have a role in making sure that effective anti virus, anti spyware and backup procedures are in place.

4. THE ROLE OF THE HEAD TEACHER

- To ensure that the appropriate anti virus, anti spyware and backup procedures are in place.

5. THE ROLE OF THE COMPUTING COORDINATOR

- To ensure that the anti virus / spyware and backup procedures are working, appropriate and meet the needs of the school.

6 MONITORING AND REVIEW

- This policy will be reviewed annually
- The SMT will monitor the effectiveness of this policy

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7 PROCEDURES

AntiVirus / Spyware

- All Windows laptops and desktops must have Microsoft Defender installed.
- iPads do not have or need anti-virus software. All iPads are manged by the school, are not jailbroken and only use App Store apps.
- Macbooks and iMacs are not protected by antivirus software currently.

Back Ups

- The following data is backed up daily:

    o Admin Data is also backed up off-site by the Local Authority as part of our SLA.

- Data from iPads is not backed up, but the school uses services such as Showbie where children upload their work to an online portfolio, keeping important pieces of work safe if an iPad fails. Alternatively, hard copies of work such as assessed writing are made.
- Currently we are investigating the use of individual Apple IDs for children to enable back up of their work on iPads.