



Remote Access Policy

Purpose

This document outlines the Remote Access systems available to staff at school. It also details the steps staff should take to ensure the system remains secure.

Applies to

This policy applies to all Staff who have been given access to the Remote Access system. The system is available to all Teachers at the school as well as other staff specifically authorised by the head teacher.

System

The remote access system is provided by means of Microsoft Remote Desktop connection to a server in school.

The remote access system uses the Internet to work. To be able to use the system the device being used for access must be connected to a broadband Internet connection.

Staff Responsibilities

When using the remote access system staff should ensure;

- Where possible staff should connect using their school issued laptop. If connecting from another device staff should ensure;
 - Any security updates available for the device are installed.
 - Anti-Virus software is installed, running and regularly updated.

Where concerns about the security of a device exist the device **SHOULD NOT BE USED** for remote access until the nature of the concerns have been discussed with the schools ICT Technician.

- The device connecting to Remote Access must be connected to a broadband Internet Connection. Encryption is used to protect the remote connection however staff should ensure remote connections are not made via broadband connections with known security problems. The school does not provide external broadband connections to staff. All costs associated with the provision and use of this external connection are the responsibility of the member of staff concerned.
- The security of the remote access connection is protected by the users computer login password. Users should ensure their password;
 - Is known only to themselves. Should the password be discovered by another person it should be changed immediately and reported to the ICT Technician.
 - Is not written down anywhere.

- Is not saved on the laptop either directly or by selecting the 'remember password' option.
- Is not used on any other services or sites or for any other purpose.
- Does not contain any information which can be determined (child's name, pet's name)
- Is sufficiently long and complex to make it secure.
- Is changed regularly when prompted.

Any questions or concerns about the security of a password should be raised with the schools ICT Technician.

- The Remote Access service should only be used from a suitable physical environment. For example a public space where the devices screen is visible to others is not appropriate.
- The Remote Access system is shared with all staff. When not in use staff should log out of the system to ensure the limited resources of the system are available for others to use.

School Responsibilities

The school will take all reasonable steps to ensure the Remote Access system is available when staff wish to use it. Staff should be notified of any scheduled maintenance periods in advance.