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School Remote

Working Policy

School Remote Working Policy

Objective

The objective of this policy is to ensure the effective and appropriate use of school ICT equipment when used outside of school. While Merthyr Tydfil County Borough Council (MTCBC) is committed to remote/home working for business purposes, it must ensure that suitable controls are in place to prevent security breaches or other negative consequences.

This policy has been developed to manage the way in which the authority complies with the ISO 27001 standard.

Scope

This policy applies to all school-based staff who use school ICT equipment remotely.

Policy Statements

Staff will be provided with the facilities and opportunities to work remotely as appropriate.

This policy should be adhered to at all times whenever any user makes use of school ICT equipment, when working on official school business away from the school premises.

Implementation Responsibilities

All Head teachers shall be responsible for implementing the Remote Working policy within their areas of responsibility.

All ICT equipment supplied to school-based staff is the property of the school. It must be returned upon request of the Head teacher. Access for ICT Services staff of MTCBC shall be given to allow essential maintenance, security work or removal, upon request.

User Responsibility

It is the user's responsibility to ensure that the following points are adhered to at all times:

- Users must take due care and attention of ICT equipment and devices when moving between home, other business sites and home;
- Users should check the validity of software with ICT School Support before installing on school owned ICT equipment;
- Users will not change the configuration of any school owned ICT equipment or device;

- Users will not install any hardware to or inside and school owned ICT equipment or device;
- All faults must be reported to the ICT School Support Helpdesk;
- Users must not remove or deface any asset registration number;
- User requests for upgrades of hardware or software must be approved by the Head teacher via a “Request for ICT Services” form. Equipment and software will then be purchased and installed by ICT Services;
- No family members may use the ICT equipment. The ICT equipment is supplied for the staff members’ sole use;
- The user must ensure that reasonable care is taken of the ICT equipment supplied. Where any fault in the equipment has been caused by the user, in breach of any of the above, the school may recover the cost of repair;
- Users may use their ICT equipment to connect to their home Internet Service Provider. However, the Internet Usage Principles documented in the Internet AUP must still be adhered to when using school ICT equipment at home.