



Policy for Staff Working at Home

Aims

- To give general advice on the issues to consider to ensure that any school information you work on at home is protected from loss or unauthorised access.
- The policy relates to information in all formats, including paper files, electronic data, and emails.

Definitions

- Personal Information or sensitive information is information that could adversely affect an individuals' privacy or which could harm an individual or the school in some way, were it to be disclosed to unauthorised third parties.

Guidelines

Taking school information home will always involve an element of risk so you should think carefully about whether you need to do so.

Using Your Laptop

- Work directly via the ClickintoCheshire remote access facilities. This reduces the need to take home electronic information.
- Do not store the only copy of information on your laptop as it is more vulnerable to loss or theft. Files should be kept on the school's servers and not saved to your laptop harddrive. Use an encrypted pen drive to save files. If you take a file home ensure you back it up to the server as soon as you return to school.
- Only use school email accounts. Do not email documents or files to your personal email account or from your personal email account to your school account.
- Do not allow anybody else – friends, family, children etc – to access or use your school laptop.

Physical Security

- When you work at home security should be of the same standard as that which is provided at school.
- Take care when transporting information to or from your home.
- If you travel by public transport, keep all school information to hand. Hold onto bags and laptops rather than placing them on luggage racks. Keep smaller storage media, such as portable drives, in secure compartments of bags.
- If you travel by car, lock school information in the boot. Do not leave it in plain sight.
- Dispose of school information securely. Use a shredder.
- You should try and keep your work area in a separate location to your 'living' areas, which should not be easily seen or accessed by people outside the home. For example, do not situate your work area next to a ground floor window.
- Make sure information is not left where other occupants of your home can see it.
- Physically protect your laptop by placing it in a locked cupboard or drawer when not in use. Always carry laptops in a laptop bag for protection.

Data Protection

- Failure to safeguard personal and sensitive information at home could breach the Data Protection Act 1998, which could lead to school being fined up to £500,000. In addition to financial penalties, a data protection breach could cause serious harm to the school's reputation. Following this policy enables you to access the information you need to do your job and safeguards your information against loss, theft and corruption.
- If you fail to follow this policy, or the Acceptable Use Policy, use of ICT systems may be withdrawn from you and/or disciplinary action taken against you, up to and including dismissal.
- Failure to take adequate steps to protect school ICT property may result in the individual being asked to reimburse school for the loss if it is determined appropriate steps had not been taken.

Review

This policy will be reviewed by the Governors every three years.

Signed :

Position:

Date:

Date of Review: