I.T. Security Policy

**Introduction**

The use of I.T. is intrinsic to the way all our students learn and progress, the safety of our students in the use of I.T. is a key part of our safeguarding strategy.

Hardware

All class-based students use a laptop computer provided by 3cats ltd (3cats) unless they have special educational needs when they will be permitted to use their own computer. Blended learning students are expected to use their own computer in their own home/location but will attend class for their exams using 3cats laptops.

There is no intranet connection between any computer in 3cats use.

In class all laptops are connected to an independent high speed Wi-Fi network and wirelessly to a printer. At satellite centres Wi-Fi connection is via closed connection, if this is not available then a 3cats owned mobile router is used.

Students are not allowed to bring into class or use their own memory sticks or other storage mediums.

**Software**

All 3cats laptops only have software installed that is required for the student to access learning materials or undertake tasks as part of their courses.

Software installed includes MS Office, Adobe Reader, Sage Line 50, Firewall and printer software.

There is a backup folder on the hard drive of each laptop for the student to save their work as required. No exams or formal assessments are saved to the hard drive.(see Backup below)

**Updates**

All hardware is updated with the latest software as and when it is notified as available. A record is kept of all updates, date, time and software version.

**Backup**

Any formal course work undertaken by the student that is assessed is backed up from their laptop onto a 3cats data storage device, the file is then deleted from the laptop. The file is kept on the storage media until such time as the result of that assessment is published and accepted, it is then deleted from the storage media.

**Laptop Maintenance**

All laptops used by students are subject to either a termly or an annual data deletion programme in July/August when all old data files are deleted from the hard drive.