

Backing Up Data on the Admin Server

What is a back up?

A back up is a copy of your schools data held on the admin and curriculum server. The school is responsible for backing up electronic data to ensure the school remains electronically operational and has access to stored information on its system. Good practice ensures prevention of data loss.

The backup runs automatically at 11.00pm from Monday to Friday. The admin server ejects the previous night backup tape and user needs to make sure they put a tape in for the next backup.

Why do we need to back up?

In the event of hard disk failure all the system files, SIMS data, WP folders which contain Word, Excel, and other office applications documents, pictures, et cetera, will be restored from backup. The consequences of the procedures not being duly and diligently carried out or the loss and misplacement of backup of tapes, may lead to the loss of up-to-date data. In some cases where the backup has not been done for a longer period of time, school risks the chance of actually losing all their data altogether.

What do we need to do?

- The school is responsible for ensuring a daily backup is taken. For further information, see the "ITASS Recommended Tape Rotation System" below
- The school should designate a member of staff to change the tapes and check the backup log daily. There should be a second member of staff trained to do this in case of absence. See "How to Check the Backup" below for instructions.
- We recommend that tapes should be changed first thing in the morning to eliminate the chances of forgetting to change the tape later in the day.
- The school should label the tapes appropriately. It is advisable for the school to label the tape itself and not the cover or case.

What happens if data is lost?

In the event of data loss, an ITASS technician will restore the lost files from back up tapes provided or from the remote back up server if school has taken the option to use remote safe (remote online backup).

Where do I keep back ups?

Backup tapes should be kept in a secure, fireproof location.

How do I check the back up?

There is an icon usually on the desktop of the person or the designated people for checking the backup. This icon is usually called "Check Backup" with the icon of a tree. Once you double click the icon, it will show you the dates for the logs, click on the relevant log date to see the log. Check there are no error message displayed and that at the end, files should be "0" (zero) different files. You will need to report to ITASS if they are any error message/s in the log or where there is an x amount of difference in files. Please contact ITASS if for any reason you do not have this shortcut on your desktop (For people responsible for checking the backup log).

ITASS Data Security Guidance

What about new servers?

All new servers will be supplied with online backup thus negating the need for backup tapes. The backup will run seamlessly and RM will be responsible for the data backup. ITASS will be responsible for restoring the data.
To enquire further about online backup please call ITASS.

ITASS Recommended Tape Rotation System

- 5 tapes for Week1 - Monday to Friday
- 5 tapes for Week 2 – Monday to Friday

In addition the following tapes should be used:

- 1 Tape - End of half term backup
- 1 Tape - End of term backup
- 2 Tapes – Spare for rotation