

Data Security for Teachers

Do

- Use the MLE to store data
- Limit access to personal and confidential data
- Use the screen freeze, pic mute and sound mute as and when necessary to protect data and support teaching and learning
- Lock your computer when left unattended
- Be aware that your computer will lock after 10 minutes of idle time
- Be aware of what you are projecting or displaying on your computer
- Password protect word processed reports and spreadsheet data
- Back up memory stick data to the network frequently
- Practice good house keeping by tidying shared and personal areas on a regular basis
- Download antivirus updates weekly on staff laptops and home computers

Don't

- Take school data off site unless you are authorised to do so
- Use an unprotected memory stick to store personal data
- Duplicate data storage
- Leave data exposed for others to view
- Do not upload photos of pupils outside of the MLE
- Do not make photos right clickable
- Do not post photos and names in a manner where pupils can be identified