

Peripheral Device Management

Following simple guidelines will save you time and help you to work in a more efficient way:

The rule is that you should sign inherit a clean device (a device with no previous data stored).

Digital Cameras

Memory cards should be kept clean, ready for use. It is good practice to have clean storage cards kept in a particular location separate to the camera so if there is any data the cards it can be swapped over quickly if shared by others. If the camera is only used by one person the camera should still be kept clear of previous data.

There is no reason for teachers to keep pictures of pupils on their own cameras; in fact to protect the teacher no data should be stored.

Once you have your pictures you should store them straight onto the MLE and delete pictures you no longer wish to keep.

The benefits are: your school network will run faster, your camera will always be ready to use and you will be able to access the pictures anytime anywhere. It also means that you are not breaking data security acceptable use policy.

PDA's

Make sure that your PDA is up to date and only has relevant data. If you use your PDA as a storage device you must make sure you are only transferring necessary data. Data on the PDA must be backed up elsewhere to prevent data loss. It is recommended that the MLE is used as a means of transferring data, there is less risk of losing the data and access can be restricted.

The benefits are: data will be more efficient as you will only have up to date information and therefore is less of a security issue.

Sound Recorders

Recordings should be transferred to the MLE to prevent data security issues and then wiped clean of the sound recorder to prevent any data security issues such as personal data from an interview or confidential notes from a meeting.

Using sound recorders with pupils

If pupils are interviewing each other be aware of the personal information that may get recorded such as name class date of birth (birthday) as this will raise data security issues.

The benefits are: your sound recorders will always be clean and ready to use. Batteries or charge will last longer as you no longer need to search to find your recorded information.

ITASS Data Security Guidance

Video Cameras

Information recorded on a video camera should be transferred and edited to a computer and then uploaded to the MLE. It is good practice to edit the content as the file will be smaller and will take up less space. The file can be saved to the MLE

The benefits are: your video recorder will be ready to use and you will not need to keep purchasing media.

Mobile Phones

It is advisable not use your mobile phone as a media device for school related activities such as taking photo's, recording sound, saving data files such as spreadsheets. If the mobile phone is lost it could potentially cause data security issues. If you must save school data on a mobile phone make sure it is up to date and the data is removed when no longer required.

The benefits your phone will have more space for personal use. If you loose your phone it will not cause a data security issue.

MP3/4 players ipods and other external storage devices

School data should not be transferred or stored on such devices as this poses the same risks as any other device in terms or data loss and security issues.

The benefits your storage device will have more space for personal use. If you loose your device it will not cause a data security issue.

Memory sticks are not recommended as storage devices as they can transfer viruses and are easy to lose. Please use the MLE as an alternative.