



ADMINISTRATION COMPUTER NETWORK

School Administrative Computer Network

Cumberland School Specialist Sports and Applied Learning College operates a network of computers specifically for administrative purposes in the school. This network is electronically integrated with the curriculum computer systems in the school. The primary uses of this system are:

To maintain and process Financial Information

- Reports
- Orders, invoices and payments
- Financial planning
- Staffing cost calculations

Pupil Records

- Family and home data
- Attendance records
- Academic information
- Examination data
- Academic progress profiles
- Timetable information
- Special needs data

Staff Records

- Personal data
- Contract details
- Timetable information

Curriculum Management

- Constructing the timetable
- Option choices
- Cover
- Examination entries

This data is managed by a suite of computer programs known as 'SIMS' (School Information Management System). The operations are carried out by a number of separate but interlinked modules, which the user selects from a launcher program. The nature and extent of data held by the system means that access to each module is via a password known only to the individual user. Users are expected to change their passwords every term to protect the integrity of the system. The access rights (what the user can view or edit) are set by the System Manager.

Training on the use of the various modules is provided in house and directly from SIMS or SIMS authorised centres. The System Manager also supports staff learning to use modules.

In addition to the SIMS suite the computers also support other software essential to the successful operation of the school.

The Microsoft Office 2007/2010 suite of programs is accessible from any computer in the school and allows word processing, spreadsheet, database creation, and desktop publishing.

Staff email can be accessed through the Microsoft Outlook 2007/2010 program which allows staff to send and receive email both internally and externally. Email is also accessible remotely via the internet using the following address:<https://mail.cumberland.org.uk/exchange>

Cumberland also has a dedicated Citrix server farm which allows staff to log onto the school network from any remote location with internet access. The address for this is <https://citrix.cumberland.org.uk>

The internet is accessible from any computer in the school. There is a web filtering policy which is active during normal working hours. An after school policy is active from 3:15pm onwards which allows web based email sites such as hotmail.

All electronic data created and stored by staff is backed up on to tapes every night and stored off site to ensure that the data is protected and available for restore in accordance with the school's disaster recovery policy.

Antivirus software is installed on every computer in the school. The antivirus software checks for updates every 4 hours to ensure adequate protection is available against any malicious software as soon as possible.

Network Security and Data Protection

In order to maintain the security of the schools network, all staff members must ensure that they follow guidelines regarding the usage of the schools network. By accepting a user account and password, staff members also agree to the following rules:

1. Access to the network and Internet are for school business purposes only.
2. Access to the network is only permitted throughout the term of employment as outlined in your contract.
3. The schools email system is to be used primarily for school business purposes only.
4. Any data and/or emails created/transmitted using the school's system are the property of Cumberland School Specialist Sports and Applied Learning College and the school reserve the right to monitor, filter or block such content.
5. Staff are permitted to log on to the network using their own credentials only.
6. Downloading or installing information/software which is considered unsafe, offensive or discriminatory is strictly prohibited.
7. All technical computer problems will be promptly reported to the ICT Helpdesk.

The school is registered under the Data Protection Act and has to take steps to ensure the integrity of the data held on the system. The systems in place are:

1. All data on administrative servers are backed up at the end of each working day onto a tape. This tape is stored in a fireproof safe. This can be used to restore any data that becomes corrupted or lost for any reason. A different tape is used for a two week cycle, so there are always 10 working days of data in safe storage. In addition, special end of term back ups are made and stored on a 2 year cycle.
2. All SIMS modules require a user ID and a password and appropriate access rights. Not all users can use every module. Access to modules is also limited to certain workstations only.
3. The system has virus checking software.
4. Every effort is made to ensure that internet downloads are only made from known safe sites (eg. DfES)
5. SIMS is installed on the teacher's computer in all teaching rooms and staff are reminded to close SIMS immediately after they have completed their tasks and never leave a SIMS module unattended.
6. No user is permitted to put software onto the system unless it has been vetted by the System Manger. Only software purchased for use in school is allowed on the system. Use of unauthorised copies of programs is strictly forbidden.
7. Any member of staff found deliberately mis-using the Administration computer system or any of the data held on it will be dealt with via the school's disciplinary procedure.

The school operates a Biometric Cashless Catering system. This will require taking an electronic "snapshot" of your fingerprint (which is recorded as a barcode) which will then be used to purchase items from the staff room or dinner hall. The catering company do not accept cash, so in order to use the school catering service, all staff must use the biometric system and top up their account at the four reval stations located around the school.

System Maintenance

The system is maintained by the Cumberland Network Team with direct support from SIMS. In the event of a system failure the System Manager will see if it is possible to quickly remedy the problem and get the system back in service. If it is not a problem that can be quickly solved a call is made to the SIMS team for support. It is important to report system problems promptly to the System Manager or the Administration Manager so that they may be rapidly resolved.

Any user having a problem accessing or using a SIMS module should consult the System Manager for advice or support.

Advice To Minimise Common User Problems

1. When working with the Word Processor or Spreadsheets, save the work at least every half-hour. This can prevent hours of unnecessary re-typing in the event of a problem.
2. When working on a long document save under a different name each time you save, this way there will always be a copy to go back to in an emergency. E.g. Original text: Policy.doc next version: Policy1.doc etc. Use Save As rather than Save from the menu. Unwanted earlier versions can be deleted later.

3. If you need to work on a document at home and bring in a disk or memory stick you need to make sure of the following:
 - a. Your system is PC compatible.
 - b. A virus checker is fitted to check your system each time it is turned on.
 - c. Your Word Processor produces files that can be read by the school system. If you do not have Microsoft Office Suite please consult the Network Team for advice on transferring files'. Please note that Word 2007 documents may not be read by earlier versions of Word, this can cause a problem when taking documents home.
4. Exit all programs via the correct exit route, incorrect shut down causes data to be lost and SIMS modules to lock.
5. Please exit SIMS when you are not using it. Do not leave your office with SIMS still running. Certain tasks in SIMS require exclusive use and keeping SIMS open unnecessarily can cause serious problems and time wasting for other users.
6. Passwords are case sensitive, if the system does not respond to a password check it has been entered in the right 'case'. e.g. 'password' is not the same as 'PASSWORD'.

Unification of Administrative and Curriculum Computer Networks

In accordance with Newham LA policy the two computer networks in the school have been unified into one system. This arrangement provides for a number of advantages:

- The administrative network is upgraded to the latest standards of networking.
- All computers have direct access to the internet and e-mail services.
- It is easier to put extensions to the system into offices around the school.
- Teachers can access curriculum material from their office computers.

These improvements do mean that extra precautions are needed to ensure the level of data security required by the administrative system and the Data Protection Act. Particular areas of concern and how they are addressed are:

- Virus infestation via the internet or pupils or staff bringing in infected disks. All disks are automatically checked by the system which will continue to use up to date virus checking software.
- All computer systems and access to programs is controlled by user ID and passwords. A member of staff is violating these security systems by;
 - a) Leaving themselves logged on the network at an unattended computer,
 - b) Leaving security controlled programs such as SIMS logged on.

Such negligence exposes shared folders and files as well as placing the school in direct contravention of the Data Protection Act.

- Virus infestation via e-mail. It is possible to send attachments to e-mails which are simply

computer files. Viruses can be hidden in these files so that when they are opened the virus escapes into the system causing damage. Users receiving e-mail should only open attached files from known sources (e.g. the LA). Any suspect e-mail should be left unopened and the system manager contacted as soon as possible.

- Any technical problems that cause the system to go down are a problem for curriculum users, but classes can be directed on to other tasks. Failure of the administrative computer network means that employees are unable to do the majority of their work. All technical problems must be reported as soon as possible to the System Manager. Scheduled maintenance requiring the network to be taken down must be arranged in consultation with the Director of Resources, Sharon Murphy