

Clear desk and screen policy

The purpose of this Clear Desk and Screen policy is to ensure that all staff at Knockbreda Nursery School are maintaining relevant security controls whilst using ICT in the workplace.

Clear Desk Policy

All staff must ensure that:

- All school sensitive documents are locked away when not being used
- School offices must remain locked when not in use
- All removable media must remain locked away when not in use
- Personal belongings should be locked away (using staff lockers or locked cupboards)
- All laptops must be locked away when not in use
- All printers and photocopiers must be cleared of material immediately after use

Clear Screen Policy

All staff must ensure that:

- All Knockbreda Nursery School computers require a log in authentication
- All Knockbreda Nursery School computer screens must be angled away from the view of unauthorised personnel
- All users must ensure that information sensitive to Knockbreda Nursery School is not overseen without a need to be known
- Screens shall be cleared or locked when not in use- auto screen saver should be set to activate after 5 minutes of inactivity
- At the end of working, staff will shut down and switch off all Knockbreda Nursery School computers

For computers accessed by pupils during session time, a pupil log on is used giving only access the pupil appropriate interface not the staff desktop area.

Monitoring and evaluation

This policy will be reviewed and monitored in line with the school's policy review schedule.