Policy:	Cloud Usage
Person(s) responsible for updating the policy:	Chief Executive
Date Approved:	Board of Directors on 7 July 2016
Date of Review:	Every 3 years
Status:	Non statutory

Tudor Park Education Trust oversees this policy but the local governing body of each academy or school within the Trust is responsible for the implementation of the policy.

This policy should be read with reference to the following policies:

- Data protection policy.
- ICT and use of the internet and intranet by staff policy.
- ICT and use of the internet and intranet by pupils policy.
- E-safety policy (useful for legal references).

Background

The term 'cloud storage' refers to the use of the internet to store and access files from any location; examples include Google Drive, One Drive, Dropbox. There are many advantages to using cloud storage most notably that you are able to view and modify files from any location with access to the internet. It also eliminates the need to carry USB sticks and so completely avoids the positiblity losing files as a result lose or damage to the stick.

Scope

This policy applies to all employees in all departments of Tudor Park Education Trust, no exceptions.

This policy pertains to all external cloud services, e.g. cloud-based email (office 365, google mail etc), document storage, Software-as-a-Service (SaaS), Infrastructure-as-a-Service (IaaS), Platform-as-a-Service (PaaS), etc. Personal accounts are excluded.

If you are not sure whether a service is cloud-based or not, please contact Gaia IT Managed Services.

Introduction

All staff at Tudor Park Education Trust are issued with a School based Google Account. As part of this account you will have access to Google Drive. This is a Cloud Storage system that can be used anywhere with access to the internet.

Google Drive is installed on all staff laptops and only requires signing into once. From this point you are able to save files to your Google Drive as easily as you would your 'My Documents' folder.

Accessing your Google Drive from home will require that you sign in to Google using your school based Google Account. From this point you can access Google Drive. For ease of access you may choose to download the desktop application. For support with any of the above please speak to the Network Team.

Staff must be aware that although accessible from anywhere your Google Drive is seen as an extension of the school network and is therefore covered by the same policy.

Access

All staff will be issued with a Google Account and password, this should be changed when you sign into the account for the first time. As with your network login you should keep your passwork secure. If you suspect that your account has been compromised then your should contact Network Support immediately.

As it is possible to access Google Drive from any device with access to the interent staff should be vigilant when using devices not issued by the school (e.g. personal laptops or computers at conferences). When using a personal computer it is advised that you password protect the account that you use to access the computer. When working on a public device you must remember to log out of your Google Account before you log off the machine. Be aware that simply switching a device off will not log you out of your Google Account.

Data Storage

School based Google Drive is seen as an extension of the physical network. As such staff may not use Google Drive to store illegal, pornographic or seditious material that would place the school at legal risk.

No attempt must be made to upload files from outside of the school network that would not otherwise be accessible from within the network. No attempt must be made to circumvent restrictions that are in place on the network.

Staff should be careful to only upload data from trustworthy sources.

Google Drive must not be used to store sensitive information such as:

- Pupil reports.

- SEN records.

- Exam results.

- Whole school data.

- Medical information.

- Information relating to staff eg performance reviews.

Sharing

One of the major benefits of Cloud Storage is the ability to collaborate and share files with ease. Staff are allowed, and are encouraged to, share files that do not hold confidential data with other staff that are members of the school.

If you would like to share a file with somebody from outside the school permission must be gained from the Principal in advance. A copy of any material that is being share must be provided for approval.

Monitoring and evaluation

The policy will be monitored and evaluated regularly taking into account any incidents which occur or technological developments which might need a change in the policy.