TDA50B
Cloud Based Solutions policy

Requisite: Dorcan Requirement			Responsible Committee: F&P		
Vers.	Approval Date	Committee	Head	Chair	Next Review Date
A	18/06/2018	*Full Governing Body*			October 2021
B	13/01/2022	*Finance and Premises*			January 2025

Introduction

This policy pertains to all external cloud services, e.g. cloud-based email, document storage and software. The aim is to ensure any cloud-based solutions implemented by the Academy have been verified to meet our data protection policies. The policy applies to all staff, volunteers, Trustees, Members, visitors, community users and contractors.

Policy

All members of the Academy and its community should only engage in social media in a positive, safe and responsible manner. Information about safe and responsible use of social media will be communicated clearly and regularly.

Process

- The Data Protection Officer (DPO) will review any request for a cloud based solution to ensure it meets the guidelines outlined in Academy policy.
- Use of cloud computing services for work purposes must be formally authorised by the DPO who will certify that security, privacy and all other IT management requirements will be adequately addressed by the cloud computing vendor.
- For any cloud services that require users to agree to terms of service, such agreements must be reviewed and approved by the DPO.
- Employees must not share log-in credentials with co-workers. The ICT Support Team will keep a confidential document containing account information for business continuity purposes.
- The use of such services must comply with all laws and regulations governing the handling of personally identifiable information, corporate financial data or any other data owned or collected by The Dorcan Academy.
- Personal cloud services accounts may not be used for the storage, manipulation or exchange of Academy- related communications or Academy-owned data.

If it is not clear whether a service is cloud-based or not, the ICT Support Team should be contacted. Failure to do this may result in the cancellation of any solution.

*The Governing Body's legal responsibility for safeguarding the welfare of children goes beyond basic child protection procedures. The duty is now to ensure that safeguarding permeates all activity and functions. This policy therefore complements and supports a range of other policies (Appendix 1)

Key steps in the process

The IT Support Team are responsible for checking that the proposed solution meets data protection rules and the DPO is responsible for agreeing this can be used. All employees must take responsibility for and follow this.

If any employee would like to introduce a cloud-based solution, then they must complete a request form available from the DPO. In some circumstances, local conditions mean that delivery will require local specific changes in the procedures. However, the core essence of the policy must be followed.

Pre-approved cloud computing services
Office365
SIMS
Schoolcomms
Cunninghams
Amazon RM
MyMaths
Microlibrarian
DfE/ESFA collect
TheKey
FS4S
SBS
Sage
Show my Homework

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Appendix 1

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- Complaints
- Safeguarding Children and Young people
- Behaviour
- Anti-Bullying
- Lettings and Use of Premises
- Special Educational Needs
- School trips
- Curriculum
- Children in Care
- Health and Safety
- Sex and Relationships Education
- Security
- Equality Diversity and Community Cohesion
- Students with Medical Needs
- Internet Access and Use
- Use of ICT and Website
- Young Carers
- Privacy and Confidentiality
- Whistle blowing

The above list is not exhaustive but when undertaking development or planning of any kind the school will consider safeguarding matters

- **Revision Notes**

Rev A:	Original agreed and approved by Full Governing Body 04/07/2018
Rev B:	Agreed and Approved by the Audit, Finance and Premises Committee 11/1/22