



STAFF INDUCTION

IT Policies

Acceptable use of IT policy

All users of ICT in schools including adults and children must comply with our ICT and Internet Acceptable Use Policy which can be found here:

<https://www.3-18education.co.uk/wp-content/uploads/2024/06/ICT-and-Internet-Acceptable-Use-Policy.pdf>

And our Acceptable Use Agreements are here:

<https://www.3-18education.co.uk/wp-content/uploads/2024/06/Acceptable-Use-Agreements.pdf>

Data Protection

We have a legal duty to protect the personal data of students, parents, suppliers, employees, workers and other third parties.

Please ensure you know your responsibilities by reading our Data Protection Policy and Subject Access Request Procedure here:

<https://www.williambrookes.com/wp-content/uploads/2024/03/Data-Protection-Policy.pdf>

Important Subject Access Request SAR: Any individual has the right to request access to all the information held about them. School has one month to comply with this Subject Access Request so it is important that you report this to the School Business Manager immediately if a parent or student requests any data we hold.

Important Data Breaches: The 3-18 Education Trust has 72 hours to report a serious breach of data to the Information Commissioners Office, so please report any data breaches immediately to the School Business Manager. It doesn't matter how small a data breach might be, it is good to maintain a culture of good data protection awareness and reporting.

Privacy notice

The Privacy Notice below tells you what personal information the 3-18 Education Trust collects and uses and why:

<https://www.3-18education.co.uk/wp-content/uploads/2024/06/Trust-Staff-Privacy-Notice.pdf>



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Email

Office365 is used for email

All staff will have an email address firstname.surname@wbs.318education.co.uk.

It is important you regularly check your emails as it is the main method of communication in school which includes safeguarding alerts. Emails should not be sent after 6pm unless it is an emergency communication or to celebrate good news.



ICT Systems

The main ICT systems we use in school are:

SharePoint for file storage.



CPOMS for Safeguarding recording (See Safeguarding section)



Arbor is our student database and payments system. All staff have access to view student records including medical details and emergency contacts.

[Arbor Log in](#) Click logging for the first time.





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Every is our HR system used for staff records including recruitment, Single Central Record, absence, payroll claims. All staff have a personal log in to manage their own tasks. (see Employment section)



Lessons Learned is our staff appraisal system and all staff will have a personal log in. (see Employment section)



Home Access

Accessing Arbor and emails from home will require 2 factor authentication for extra security.

You will need to download an Authenticator app on a personal or school device which will enable you to access a code to input when logging into Arbor or emails from home.

