

Richmond Hill Primary Academy

ICT Induction Policy

Created By:	K.Cousins
Date:	May 2017
Ratified By:	
Date to be Reviewed:	May 2018

Introduction

All new staff at Richmond Hill Primary Academy will be inducted by the ICT Technician upon starting their employment, regarding their work email, log on details and a brief guide of how to access the server and log on to Microsoft Office 365 and how they should conduct themselves when using the internet and any Academy devices.

This is to ensure that staff know how to keep themselves safe when using any Academy device. This policy should be read in conjunction with the following policies, but not restricted to The Staff Code of Conduct, Safeguarding Children and Young People's Policy, E-Safety Policy.

Policy

- The new starter must complete an authorisation request form for a domain logon and the new mail box account request. This form can be found as an appendix to this policy.
- This form needs to be authorised by the Principal and Head of School and the form passed on to the ICT technician for it to be actioned and also for action to be logged.
- The new starter will receive logon details for the domain and mail box account. Passwords must be kept confidential. (Do not keep your username/password on your laptop/in an accessible place.)
- The new starter will be provided with a temporary logon password and will be prompted to change this to enable them to continue. Again, passwords must be kept confidential to the user. Password prompts will be given on a regular basis to be changed in order to keep security a priority.
- The ICT Technician will give a brief demonstration of how to access the Academy server and how to log on to Microsoft Office 365.
- The new starter will be briefed that if they encounter any technical issues then these need to be reported directly to the ICT Technician.
- Staff will be briefed about what behaviour is deemed appropriate when using an Academy device and what is not- please refer to the Staff Code of Conduct and E-Safety Policy for more information. A signature should be sought to say the new starter has agreed to the Acceptable User Policy.
- The ICT Technician will seek a signature from the new starter which agrees that all of the above have been discussed and understood.

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I sign to say that I have been given a full ICT Induction, discussing and understanding all of the following points from the ICT Induction Policy;

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Name of New Starter (printed): _____

Signed: _____

ICT Technician (printed): _____

Signed: _____