

ICT Leaving Policy for Staff

Over time, staff are granted access rights to various ICT systems within schools and provided with multiple means to access and record data.

When a member of staff leaves, it is imperative that there is a process in place to revoke these rights and recover any school property. In particular the following areas should be covered;

- Hardware – Ensure any ICT equipment provided to the member of staff is recovered including:
 - Laptop/Tablet
 - PDA, mobile phone
 - Portable hard drives/USB keys
- Accounts and Access – Revoke any network access accounts:
 - Network Access
 - VPN Access
 - E-mail
 - Intranet
 - KLZ
 - Folders/Extranet
 - VLE
 - SIMS/Management Information Software
- Physical Access – Ensure physical security is maintained:
 - ID cards
 - Key cards
 - Comms equipment keys
 - Alert front office and reception staff that the employee is no longer employed so they can be refused access

Shared Accounts – Evaluate the requirement to change any shared service passwords such as administrator accounts on servers, printers and network devices. If they were known to the member of staff leaving they should be changed for a new random password. Additionally consider what service contracts and web sites had that employee as a named contact.

Obviously the list is expansive but by no means exhaustive. Start writing your procedure by taking an example employee and creating a list of all access to equipment and network devices to which that employee has, then prioritise the list in terms of what items could cause most damage.

Consider maintaining a database/spreadsheet of all access levels and devices given to staff, this could then be used as a checklist in the event of a member of staff leaving.