

Title: Security

Approval by: Principal

1 Objective

Security measures shall seek to avoid loss or damage to school property, and to the private property of students and employees, while maintaining their right to privacy. Property in this context includes data and information.

2 Locks and keys

The DP Administration is responsible for establishing and maintaining a system for administration of all school keys. The school shall be locked outside normal office hours.

A set of duplicate keys is kept by the secretary. The staff will have keys to the main entrance and classrooms. All keys must be signed out with the DP Administration. Upon loss, the full cost of replacement will be charged for lost keys.

Students are encouraged not to bring valuable goods to school. If they do so the responsibility for those goods remains with them. If the situation arises, students can ask a staff member to secure property. If they do so, the liability of the property remains with the student/parent.

3 Alarms and surveillance cameras

Alarms are linked to a central station and are armed during non-working hours and the weekend. All staff members can arm or disarm the alarm should they visit the school outside business hours.

Security cameras are deployed around the school building, but only record images outside of the schools' working hours.

The Principal remains the main key holder, but responsibility may be delegated.

4 IT security and information management

Maintaining IT security is the responsibility of the DP Administration.

The post of IT coordinator is outsourced to an external provider, Netsense. The school also employs a webmaster and external IT consultant.

Access to the school computer systems shall be password protected. The password system shall be designed to give users access only to relevant parts of the system. The computer system shall be protected against external intrusions (hacking) and computer virus attacks.

Information on individuals shall be appropriately protected and in accordance with the Personal Data Act. Personal data, files and archives are kept in locked, filing cabinets.

5 Confidentiality

Strict confidentiality applies to information obtained at IST on students, staff and parents, for anyone granted access to such information. For staff, this is described in the employment contract, see Staff Handbook. The employment contracts also describe the school's copyright to school material.

The school abides by the current GDPR rules and has a privacy policy for staff data protection.