



Greenholm Primary : Antivirus Policy.

Overarching statement

At Greenholm we are a school that is welcoming, safe and creates an environment which values and supports everyone learning. We work hard to create an ethos that promotes inclusive practice for all, by providing a consistent and fair approach, which is supportive of the continual emotional development of all and by demonstrating mutual respect, openness and honesty.

Target :

To have installed and keep updated adequate antivirus to keep whole site and relevant machines safe and secure.

Summary of current antivirus procedure:

Link2ict have provided access to a annual subscription of Sophos Enterprise Manager Antivirus software (here in to be called Sophos). This is to be installed on the Administration server to keep curriculum data flow more regular. Sophos is to connect to Link2ict server (as per their username/password) and update regularly. For member of staff responsible for ICT maintenance to check Sophos log to see Enterprise manager has updated internal virus definitions, at least weekly.

Update Schedule,

Sophos Enterprise manager;

to update its internal virus definitions
Monday – Sunday : Every other hour.

Sophos Clients;

Default (all machines not in a group)
To update every five hours
Laptops to update every five hours and
LFTs to update at the same times
but to connect from remote locations.

Scanning schedule,

Default group,

To scan daily Monday – Thursday at 21:00 with a normal scan.
To scan Weekly on Fridays at 21:00 with an extensive scan.

Servers,

To scan daily with a 'normal' scan at 6:00 Monday – Saturday.
To scan once a week with a extensive scan within compressed files at
6:00 on Sunday.

Laptops,

To scan weekly on Fridays at 12:30 or next logon