Server Room Policy

Revision 1.4

Date of last review: August 2024

The Purpose

The purpose of this policy is to ensure a level of security is maintained by all Trust staff that has access to the IT Server Room(s). It is designed to establish standards for securing access to Parallel Learning Trust academies server room(s).

The following policy is currently applicable to all Trust staff that have access to the IT Server Room(s) based in all Parallel Learning Trust Academies.

Roles and Responsibilities

IT Engineer

It is the responsibility of the IT Engineer to ensure that this policy is distributed to all headteachers of trust academies, signed and returned. It is his/her responsibility to enforce the policy and make sure it is complied with.

Headteacher:

It is the responsibility of the Headteacher to read the policy, sign and return it to the IT Engineer with the agreement that they will support the enforcement of this document and any changes that are necessary in order to adhere to it.

Onsite engineer

It is the responsibility of the on-site engineer to ensure that the server room(s) is kept to a high standard and that the policy is adhered to on a day to day basis. Any breaches of the policy should be reported in writing to the Line Manager. The onsite engineer is responsible for all patching work. Under no circumstances should anyone other than the onsite engineer or a member of the PLT IT team undertake any cabling or patching work to our cabinets.

All other staff with rights to access

All staff must be aware of this policy and their obligations therein. It is their responsibility to ensure they carry out their duties in a professional manner whilst working in IT server room and do not interfere in any way with the comms cabinet and its surrounding area. IT server cabinet and equipment should remain isolated in its own clear space in the room to ensure air circulation.

<u>Visitors</u>

All visitors need to be made aware of this policy and their obligations therein. It is the responsibility of the member of IT team accompanying the visitor to ensure they carry out their duties in a professional manner whilst working in the IT server room(s). It is the responsibility of the visitor to ensure they have contacted the IT engineer previously and booked a visit to coincide with when they are next onsite.

<u>Access to the IT server room</u>

Only the PLT IT team and the premises staff should have access to any of the server rooms. Under no circumstances should other staff members other than those detailed in this policy enter the server room without previously contacting the IT department.

The server room(s) should have minimal traffic to keep it a controlled and safe environment. Access to the server room is controlled by a specific key and in some sites, access control. A member of the IT team should be contacted to allow access.

<u>Discipline</u>

Breaches of this policy will be investigated and may result in the matter being treated as a disciplinary offence under the Trust's Disciplinary Procedure.

IT Server Room Policy

1. Entry into the IT server room(s) by tailgating other staff is not permitted.
2. Entry into the IT server room(s) are not permitted unless authorised by a member of the PLT IT team.
3. All visitors to the server room must be supervised by a member of PLT IT team or premises officer.
4. Food and drink must not be taken into the Server Rooms.
5. Servers must be located within a cabinet in a safe and secure room away from any other non-IT equipment.
6. All server room(s) must have adequate functional air-conditioning to prevent overheating.
7. Under no circumstances should any doors in or out of the server room be used for regular staff foot traffic. Any fire exits should be kept shut and clear and should not be used as a regular external door to prevent moisture and other such exposure to the servers.
8. Server room(s) are to only consist of IT equipment and not be used as a storage room for any other departments.

I have read and understood the policy and will support the IT Engineer to ensure this policy is enforced within our academy.

Academy Name: _____

Name: _____

Signature: _____

Date: _____