



**BUTTSBURY  
PRIMARY SCHOOL**

---

AN ACADEMY SCHOOL

# IT Access Controls Policy

<b>Approved by:</b>	Personnel Committee
<b>Last reviewed on:</b>	Spring 2023
<b>Next review due by:</b>	Spring 2026

## Access Control Framework

At Buttsbury Junior School we ensure that access to the different levels of our IT network is granted based upon whether there is a legitimate requirement for the postholder to access that level within the scope of their role.

The following Access Control Framework has been agreed.

Postholder	Management Information System e.g. Sims	Financial Accounting System e.g. FMS	Network Drives					
			Admin Drive	Shared Drive	U Drive			
Headteacher	Full Access	No Access	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete			
IT Manager	Administrator Access	Administrator Access	Administrator Access	Administrator Access	Administrator Access			
Finance Manager	Full Access	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete			
Teacher	No access	No access	No access	View, Edit, Share & Delete	View			
Midday Assistant/Site Manager	No access	No access	No access	No access	No access			

Admin Team	Full Access	No Access	View, Edit, Share & Delete	View, Edit, Share & Delete	View, Edit, Share & Delete			
SESCO and SESCO Assistant	Access restricted to contact details only	No Access	No Access	View, Edit, Share & Delete	View, Edit, Share & Delete			

### Review of Access Control Framework

Changes to this Access Control framework must be made in consultation with the Headteacher.

This framework will be reviewed at least annually, or sooner if there is a change to the responsibilities of a postholder.

Review date:	Reviewed by:	Approved by:	Approval Date:
Spring Term 2023	Ann Robinson	Personnel Committee	Spring Term 2023