

Action Points Behind Schedule - Audit Scotland Reports

A – EDUCATION DEPARTMENT - COMPUTER SERVICES REVIEW

Ref	Action Point / Implication	Department / Head of Service	Explanation for delay	Risk Grading	Original implementation date	Revised implementation date
2	<p>Currently many staff with the Education Department can install software on the schools networks.</p> <p>Risk - Allowing a lot of staff to install software on the schools computers can potentially result in poorly configured applications, badly performing applications and weak security. Staff who install the software may be unaware of the licensing restrictions which can potentially lead to legal action against the Council if software is installed against the licence arrangement or if illegal software is installed.</p>	ICT Development Manager	ICT Development Manager to submit report to June Audit Committee.	High	31 December 2006	29 June 2007
6	<p>In secondary schools, one network hosts both teaching and administrative computers. This is a potential security weakness, as in theory, it is possible for pupils to hack into the administrative computer.</p> <p>A review of the existing</p>	ICT Development Manager	ICT Development Manager to submit report to June Audit Committee.	High	31 December 2006	29 June 2007

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	network should be undertaken at ascertain if improvements to security of the existing networks is feasible. Possibilities include separating the student and administrative computers into different segments of the network. This approach would help enforce better access controls to the respective computers. Closer monitoring of activities will be undertaken as part of implementation of IS Policy for Education.					
7	<p>In general, most staff were aware of the need to use strong passwords. However, a small number were unaware of this requirement. Staff use easily guessable passwords, which could allow unauthorised and inappropriate access to the Education Department's computer facilities.</p> <p>All staff using computers within the Education Department should be reminded to use strong passwords. This exists on Corporate Network and will be implemented as part of IS Policy for Education</p>	ICT Development Manager	ICT Development Manager to submit report to June Audit Committee.	High	31 December 2006	29 June 2007

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9	<p>We were unable to establish the existence of standard network procedures, security and data protection handbook. Network procedures describe how various networking administrative tasks are carried out. They are useful in training staff new to the task and in documenting tasks which are generally only undertaken once or twice during the product's lifetime. One of the tasks identified as necessary for the Council to meet BS7799 Information Security Management standard, was for the Education Department to develop a security and data protection handbook. Without such a document the department would find it difficult to comply with this standard.</p> <p>Develop the appropriate network procedures. Develop security and data protection. Network management procedures are being developed as part of the identified (IS) Policy for Education.</p>	ICT Development Manager	The issue of an IS Policy for Education will be developed over the coming calendar year. The start of this process will commence with the negotiation of a new Acceptable Use Policy which will take place between now and the end of July. IS standard will be achievable once the new LAN equipment is rolled out across the Secondary School estate, in line with NPDO Project timescales	Medium	31 December 2006	28 February 2008

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11	<p>The aim of business continuity planning is to ensure that an adequate service level can be provided if an unforeseen incident occurs. The Progress Report on Argyll & Bute Council Education Information Security Implementation Plan dated February 2005 highlighted several outstanding actions in the area of business continuity planning. Incomplete business continuity plans will have an impact on the service provision provided by the Education Department should an unforeseen incident occur.</p> <p>Identify the resources required to complete this action. The Education Management Information System (SEEMIS) will be included in corporate Disaster Recovery Project which accommodates Business continuity plans.</p>	ICT Development Manager	Business Continuity Planning is in place for the SEEMIS application suite	Low	30 April 2006	30 September 2007