

St. John's Cathedral Catholic Primary School

SCHOOL NETWORK & SIMS DISASTER RECOVERY PLAN

Backup Procedures

SIMS is backed up each day.
Tapes are labelled Monday – Friday.
Twice weekly tapes are kept at Catherine Hobbs, the Headteacher's home. The Administrator replaces tapes if the Headteacher is away from the school.

SIMS Administrator

The SIMS password is kept in a sealed envelope in a locked drawer in the school office. Christine Philip, the Admin Assistant has full Manager status in SIMS. Staff are given access to SIMS modules as required. SIMS can, in general, only be accessed from terminals located in the Headteacher and Administrator's office.

Virus Protection

The user areas on the PC are scanned regularly by Dr Solomon's virus protection software. Each PC can be selectively scanned or disinfected from the terminal of the Administrator.

Disaster Recovery during School Hours

Contact Christine Philip, Admin Assistant. If Christine Philip, Admin Assistant is not in school, contact Catherine Hobbs, Headteacher if action is needed quickly. Please leave a message for Christine Philip, Admin Assistant as well. If there is a power cut effecting the servers, Christine Philip, Admin Assistant or Catherine Hobbs, Headteacher should turn off the server monitors to conserve the batteries in the UPS. If the power cut only lasts a few minutes, the system may keep running. If it lasts too long, the system will shut down and then restart when power is restored. CD-ROM and print servers will have to be restarted after the system has got going.

Out of School Hours

If possible, contact Catherine Hobbs, Headteacher as above or by phoning 07725993474 or in extreme emergency contact Christine Philip, Admin Assistant by phoning 023 92376552.

Out-of-hours power cuts should not affect the servers, but print-server computers will need to be restarted about 5 minutes after power is restored. Check the screen to see that it starts properly. If in doubt, press the "reset" button again.

