

# Secure Configuration Policy

Blessed Edward Oldcorne Catholic College



Approved by:	Governing Body	Date: 12/12/25
Last reviewed on:	12/12/25	
Next review due by:	12/12/26	

## **1. Purpose**

This internal policy defines how Blessed Edward Oldcorne Catholic College ensures consistent secure configuration across all hardware and software applications.

## **2. Responsibilities**

All users, including employees, subcontractors and suppliers with direct access to Blessed Edward Oldcorne Catholic College's information technology systems are expected to conform to this policy. Blessed Edward Oldcorne Catholic College's ICT 4 Schools Ltd are responsible for providing support in complying with this policy. The SLT is responsible for ensuring that this policy is annually reviewed and that changes are made in the event of legislation change or compliance frameworks such as the Cyber Essentials scheme are updated.

## **3. Configuration Principles**

Blessed Edward Oldcorne Catholic College's IT assets are regularly reviewed to keep them aligned with the school's operational requirements, and any unnecessary or unused services are removed or disabled. All default credentials are changed to meet the standard detailed in the Blessed Edward Oldcorne Catholic College's Password Policy. Blessed Edward Oldcorne Catholic College adheres to the least privilege principle, which ensures that users are granted the least possible privileges adequate to carry out work responsibilities. These principles aim to:

- Prevent unauthorised users from collecting, copying or modifying data.
- Prohibit removable media, and other external peripheral devices, where possible and scan for malware where use is allowed.
- Prevent the execution of malicious code.

## **4. Unapproved Hardware and Software**

Blessed Edward Oldcorne Catholic College maintains an asset register listing approved software applications and hardware. All new software and hardware installations and modifications are approved and continuously monitored by Blessed Edward Oldcorne Catholic College's ICT 4 Schools Ltd and standard users are not permitted to perform any new installations.

## **5. Access to Systems**

Blessed Edward Oldcorne Catholic College ensures least privilege access to standard users, preventing them from installing software or creating user accounts. Access to systems strictly requires a strong password as detailed in the password policy. All user accounts are reviewed as stipulated in the access control policy, and unnecessary accounts are removed or disabled by Blessed Edward Oldcorne Catholic College's ICT 4 Schools Ltd.

## **6. Application Allow-listing and Execution Management**

Blessed Edward Oldcorne Catholic College does not allow mobile devices to join its IT environment. If there is an unexpected need to allow a mobile device to join the College's IT network, Head Teacher approval is needed and devices must conform to the College's security policy.

## **7. Auto-run and Auto-play**

Automatic execution of code is prohibited. On Microsoft Windows systems, auto-run is disabled using technical controls.

## **8. Breach of Policy**

Any form of violation towards this policy may call for disciplinary measures under Blessed Edward Oldcorne Catholic College's staff disciplinary policies.