

THE WHEELS PROJECT LTD

31 - 32 Bonville Road

Brislington

Bristol BS4 5QH

Registered Charity No: 1081236

IT SAFETY AND CONTRACTS

SERVICE CONTRACT AND DESK INSTRUCTIONS

The Wheels Project Ltd has a service contract for its computer system with:

Blagdon IT Ltd
Coombe Lodge
Blagdon
Somerset BS40 7RG

Tel: 01761 462 595 or 07976 848 885

Email: Andrew@blagdonIT.co.uk

Should the Project wish to terminate its contract then one full calendar months' notice is required. This contract is paid by standing order and invoices are received via email on a monthly basis.

The Office Manager is the first point of contact with Blagdon IT for the reporting of faults, etc.

Data and services are hosted in the cloud with Microsoft 365. All data held within Microsoft SharePoint is backed up every 24-hour period.

The Office Manager ensures that the Sage Accounts system is backed up regularly. Each back up file is saved to the following location "C:\Users\AdrienneMcGrattan\The Wheels Project Ltd\Wheels Project Team Site - Documents\Wheels\Managemnt\Finance\Sage"

Any new computer equipment (e.g., computers, monitors, printers, mice, software packages etc) are normally purchased through Blagdon IT on the understanding that three quotes have been obtained to ensure that the price is competitive.

The advantage of this is that any problems/issues with equipment purchased through them can be referred back to them directly to rectify.

Blagdon IT will oversee the renewing of any software licenses, as necessary.

Our IT systems and provision are reviewed at least annually by the General Manager and Blagdon IT.

PROJECT COMPUTERS AND USE OF

General

Our computers are networked and connected to the internet for the provision of data and services.

We have four staff computers - four desktops, two laptops, one of which is stored at the General Manager's home.

We have three networked classroom computers.

Only Blagdon IT has the password for access to the server and the computer set up. Staff members have individual passwords to access the network.

Staff Log On/Off

Each member of staff has their own log on and password. The minimum requirement for is that passwords must contain at least eight digits with a mixture of letters, numbers and one special character.

Staff *must* log off when they leave their desk for a length of time and certainly when they leave at the end of the day. This ensures that no unauthorised person is able to gain access to Wheels files, some of which are confidential.

Students Log On

Students use the following to log on:

Username: classroom@wheelsproject.org.uk

Password: Wheelsstudent1

Students, even when using one of the networked computers do not have access to Wheels' folders.

Wheels Computer Files Set Up

All Wheels' computer files are kept in SharePoint and accessed through 'The Wheels Project – TeamSite Documents' folder. Information is stored within appropriate folders, e.g., there are separate folders for Junior Wheels, Management, Funders etc.

Any document produced *must* have its computer reference typed at the bottom of the document in font size 6, e.g., for the Schedule for 2022 for Junior Wheels, this would be saved in '*junior wheels/2022stuff/schedules*' and therefore '*junior wheels/2022 stuff/schedules*' should be typed at the bottom right-hand corner of the document. This enables any authorised person at the Project to locate the document quickly in the absence of the originator of that document.

Storing files

Staff *must* ensure that they store documents in the correct place:

- 'file' (click on the word 'file' at the top left-hand corner of the screen)
- 'save as'
- 'The Wheels Project – TeamSite Documents folder'
- 'Wheels'
- then into the appropriate folder, e.g., funders, photos etc

*** * * Remember to type the computer reference on any documents! * * ***

Personal Computer Space

Each member of staff has their own section of Microsoft 365 cloud storage known as 'OneDrive' to store their personal data. This is only accessible when the individual's log on has been used.

INTERNET

We have a constant connection to the internet provided by:

Virgin Media Business

We pay for this service monthly as a direct debit (all information relating to this service can be found in the Contracts file.

DOMAIN NAME : wheelsproject.org.uk

Our domain name is registered to The Wheels Project, through Blagdon IT. See 'Contracts' file. Blagdon IT will contact the Project when this comes up for renewal. Our domain name is registered through Blagdon IT but legally belongs to the Wheels Project Ltd.

INTERNAL EMAIL

We use the internal email system to communicate throughout the Project.

All telephone messages (or any other message) taken for a member of staff is immediately sent to them via email by the recipient.

It is the responsibility of all staff to check their inbox frequently and certainly on return to their desk if they have been away from it.