

Staff PC End of Working Day Policy

At the end of the working day, staff can help to ensure that all computer systems are kept up-to-date and safe from malware by complying with these actions:

1. Leave your PC switched **ON** so that virus scans and security updates can run.
2. Instead of 'Shut Down', please choose '**Log off**' when you finish, so that your Windows profile can synchronise with the servers ensuring that the most up-to-date version of your profile is backed up at night.
3. Switch off your computer monitor(s) (i.e. your screens).

PCs that are switched off at night, and are therefore not receiving updates or virus scans, might become disconnected from the network if our systems detect they are a security risk.