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# RM Integris News

An online newsletter for RM Integris Users

keeping you up-to-date with latest news and features

**Please circulate this newsletter to your Headteacher and other staff in your school who use Integris and are involved with GDPR compliance.**

**Some key messages .....**

- **Our CBICT Services Flyer for 2018/19 is now available. We can accept your orders this term but we won't be invoicing schools until September. Please note our new GDPR services (more below).**

- Many thanks to all of you who attended our annual Integris User Forum on 4th May. All the slides and materials are available from the Integris Home/User Forum menu on our web site. If you were not able to make it this year, we hope to see you next year! ***Please help us decide when to hold next year's forum - should we stick with our usual first Friday in May or hold it another time?*** Please send us your views HERE

- **Reminder:  If you use Internet Explorer to access Integris**, please check that you are using **Version IE11** (you can find out through the Help/About menu). As Microsoft no longer supports IE10,IE9 and IE8, Integris will not be accessible through these older versions from 1st March 2018. So if this affects you, please take steps to upgrade to version 11 or set up Integris using a different browser (such as Chrome or Firefox).

  If you are using Internet Explorer 11 (IE11) and the search box and ( ⁞ ) icon are missing, please check your Compatibility View Settings. If RMIntegris.com is in the 'Websites you've added to Compatibility View' box, select it and click Remove. This is no longer required as Integris is fully IE11 compatible.

## *More on GDPR ...........*

Many of you we hope are progressing with our recommended steps for compliance with the regulations which come into force from 25th May and are using our free resources on our **GDPR Resources** and **Data Governance Framework** pages on www.cbict.org.uk. The recent release of the DfE's **GDPR Toolkit for Schools** guidance (which has involved contributions from a few Bedfordshire schools) is also an additional document which can provide a steer and/or reassurance for the work you are undertaking.

Iain Bradley (DfE GDPR Lead for schools) stressed at our User Forum that compliance for GDPR is "about committment and not perfection" - schools are not expected to have everything in place by 25th May but should be working through a process that improves practice to protect personal data more effectively.

Schools have responded very positively to our GDPR briefings and follow-up sessions we held over the last two terms. We are not planning to hold any more this term - however, we do encourage schools to continue to use our resources and feedback to us any questions or queries.

In response to schools' requests, we now offer a GDPR support and audit service - please see our Services Flyer for 18/19.

**Integris software enhancements and alerts......**

**New Custom Registers** - set up your own customised registers for any group of pupils or staff or a combination of both. Check out **LiteBite 19_Custom Registers** for more details.

New **Admin_No_Contracts** user role - a user account with the Admin_No_Contracts role assigned means that the user has full administrator access except for access to the Staff contract information and user management screens.

**Census** - the **Health Check** option has been removed from both the school and SWF census screens. The Census Return option remains to be used for validating the data prior to submission.

**SEN Stage code set** - only codes K (SEN Support), E (EHCP) and N (No Special Provision) are available to use. Code S (Statement) will only be available for SEN History. If you import a CTF which includes an old code will show a warning message.

**Address Gazateer** - this is usually updated every 6 weeks or so so if you have postcodes for new residential properties that have not been matched with the gazateer, please try again after a period of 6 weeks. Postcodes for established homes not matched should be reported to us.

**School Defined Pupil Premium field** - are you using this field to record and group together Pupil Premium pupils? take a look at **LiteBite15-Recording and Searching Pupil Premium**

## YEAR END

Have you started working through our Year End support guidance to prepare your Integris for the new academic year? Includes 2018/19 class lists for teachers and much more....

## CBICT SFX

Don't forget to register onto our CBICT SFX secure transfer file system.

You will then be able to send us any files securely for us to investigate as part of our Integris 1st line helpdesk service to you.

REGISTER HERE.

**Important technical update.....**

We featured this article in our last newsletter but in case you have missed it...........

RM are making changes to the RM Integris datacentre and this means that the IP addresses currently used for RM Integris - **194.154.21.0/26** will be changing to **194.238.71.0/26**.

The change will be completed over the Summer Break, but RM are advising schools that where required, schools are able to access the new IP range before the end of July.

For those schools where no IP restriction is made, nothing else will change and you will still be able to access RM Integris using your standard URL.  Where IP restrictions or configurations have been made, this change may result in no access to the RM Integris URL unless the new addresses are included in the configuration.

**PLEASE CHECK WITH YOUR IT TECHNICAL STAFF WHETHER THIS WILL AFFECT YOU AND ALERT THEM TO THE CHANGE!**

*A message from CBICT.........*

Dear colleagues,
We have slightly delayed this issue of the newsletter to link in with the latest Integris update which brings some new features to help schools with compliance for GDPR - the hot topic this year! We hope you find our additional resources useful.
As we fast approach the end of another academic year, we wish the very best to colleagues who have informed us of their impending retirement and departure. If this is your last term in school, please let us know so that we can be best prepared to support your replacements at the beginning of September.
With best wishes
Cathy & Neil
CBICT Ltd

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