



## Smithdon High School

### ePortal Usage Policy (Learning Gateway)

This policy applies when information is accessed using the Smithdon High School Learning Gateway, regardless of the computer which is used, whether it is owned by the school or privately owned.

#### Objectives of the Policy

##### Security

The ePortal Usage Policy is intended to minimise potential security risks, which could affect the integrity of the school's data, the Authorised User or the individuals to which data relates. In particular these risks arise from:

- The intentional or unintentional disclosure of login credentials to the school's ePortal system by authorised users.
- The wrongful disclosure of private, sensitive and confidential information.
- Exposure of Smithdon High School to vicarious liability for information wrongfully disclosed by authorised users.

##### Data Access

This policy aims to ensure that all relevant aspects of the Data Protection Act (1998) and Fair Trading Policy are adhered to.

This policy aims to promote best use of the ePortal system to further the communication and freedom of information between Smithdon High School and parents or guardians.

#### ePortal Usage Policy Rules

##### Authorised ePortal Users

- The ePortal system is provided for the sole use of those persons who are legally responsible for pupil(s) currently attending the school.
- Access is on condition that each user formally agrees to the terms of this policy.
- The authorising member of school staff **must** confirm that there is a legitimate entitlement to access information for pupils.

##### Personal Use

The information available through the ePortal system is confidential and protected by law under the Data Protection Act 1998. Therefore:

- Users must not distribute or disclose any information obtained using the ePortal system to any person(s) with the exception of the pupil to which the information relates or to other adults with parental responsibility for the pupil.
- Users should not attempt to access the ePortal system in any environment where the security of the information contained in the ePortal system may be placed at risk, such as a cybercafé.

## **Password Policy**

Users will assume personal responsibility for their username and password and must never use the username or password allocated to any other user.

Users must always keep their individual user name and password confidential. User names and passwords should never be disclosed to anyone. Passwords and user names should never be shared.

## **Queries**

All queries relating to ePortal usage and security should be addressed to [close7tr9@nsix.org.uk](mailto:close7tr9@nsix.org.uk).

Smithdon High School reserves the right to revoke or deny access to the ePortal system under the following circumstances:

- If the validity of parental responsibility is questioned.
- A court ruling preventing access to child or family members is issued.
- Users are found to be in breach of the ePortal Usage Policy.

If any Child Protection concerns are raised or disputes occur, the school will revoke access for all parties concerned pending investigation.

Users are liable for any potential mis-use of the system and/or breach of the Data Protection Act as a result of failure to adhere to any of the conditions of this policy.

*September 2013.*