

Townley Grammar School ePortal Usage Policy

This Policy applies wherever access to the Townley Grammar School ePortal management system interface is provided. This policy applies whenever information is accessed through the Townley Grammar School ePortal, whether the computer equipment used is owned by Townley Grammar School or not. The policy applies to all those who make use of Townley Grammar School ePortal Service.

Ownership and Administration of this Policy

Townley Grammar School owns and administers the policy. Link2ICT (a division of Service Birmingham) is responsible for managing Internet technology for Townley Grammar School; Link2ICT manages the technology in compliance with this Policy.

Objectives of Townley Grammar School ePortal Usage Policy

Security

This Policy is intended to minimise security risks. These risks might affect the integrity of Townley Grammar School data, the Authorised ePortal User and the individuals to which the ePortal data pertains. In particular these risks arise from:

- The intentional or unintentional disclosure of login credentials to the Townley Grammar School ePortal system by authorised users.
- The wrongful disclosure of private, sensitive, and confidential information;
- Exposure of Townley Grammar School to vicarious liability for information wrongfully disclosed by authorised users

Data Access

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

This Policy aims to promote best use of the ePortal system to further the communication and freedom of information between Townley Grammar School and Parents\Guardians.

ePortal Usage Policy Rules

Authorised ePortal Users

Townley Grammar School ePortal system is provided for use only by persons who are legally responsible for pupil(s) currently attending the school.

Access is granted only on condition that the individual 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 the names of whom must be stated on the ePortal Parental Access Request Form.

A copy of the form will be held by the school for audit purposes.

Requests for Access to the ePortal system must be made to Townley Grammar School using the ePortal Parental Access Request Form.

Personal Use

Information made available through the ePortal system is confidential and protected by law under the Data Protection Act 1998. To that aim:

- Users must not distribute or disclose any information obtained from 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
- 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 e.g. a cybercafe

Password Policy

You must assume personal responsibility for your username and password. Never use anyone else's username or password.

You must always keep your individual user name and password confidential. These usernames and passwords should **never** be disclosed to anyone. Passwords and user names should never be shared.

In some instances users may be given the right to change the ePortal password from the one originally issued by the school. If this is the case the following rules must be followed:

- Passwords must be at least 6 characters (a-z, 0-9) in length
- Passwords must contain at least 1 number (0-9)
- Passwords must not be similar to your own name or username for example: cutler1

Questions, Complaints and Appeals

ePortal users should address any **complaints** and enquiries about the ePortal system to Townley Grammar School. by email: admin@townleygrammar.org.uk or telephone: 0208 304 8311

Townley Grammar School reserves the right to revoke or deny access to the ePortal system of any individual under the following circumstances:

- The validity of parental responsibility is questioned
- Court ruling preventing access to child or family members is issued
- Users 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.

Please note: Where ePortal access is not available Townley Grammar School will still make information available according to Data Protection Act (1998) law.

Users are liable for any potential misuse of the system and/or breach of the data protection act that may occur as a result of failing to adhere to any of the rules/guidelines listed in this document.

Could you please return the completed last page of this document either hard copy or electronically to:

Hard Copy

Townley Grammar School
Townley Road
Bexleyheath
KENT
DA6 7AB

Electronically

parentportal@townleygrammar.org.uk

