



Great Baddow High School

Portal Usage Policy

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

Ownership and Administration of this Policy

Great Baddow High School owns and administers the policy.

Objectives of Great Baddow High School Portal Usage Policy

Security

This Policy is intended to minimise security risks. These risks might affect the integrity of Great Baddow High School's data, the Authorised Portal User and the individuals to which the Portal data pertains. In particular these risks arise from:

- The intentional or unintentional disclosure of login credentials to the Great Baddow High School Portal system by authorised users.
- The wrongful disclosure of private, sensitive, and confidential information;
- Exposure of Great Baddow High 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 Portal system to further the communication and freedom of information between Great Baddow High School and Parents\Guardians. The Portal will enable parents/guardians to access specific data held by Great Baddow High School about the students for whom they have legal responsibility. This data includes attendance, attainment and SEN information.

The Portal will additionally ensure that Great Baddow High School provides the opportunities for students to access a Virtual Learning Platform (VLP) or 'virtual learning environment' (VLE). Through a learning platform, hardware, software and supporting services are brought together to enable more effective ways of working within and outside the classroom.

The Aims of using the portal are:-

- The creation of a virtual learning platform to allow students greater independent learning opportunities;
- To enable students to access and develop work easily at home and at school;
- To allow students to access work and guidance through the portal;
- To improve parent – school information exchange;
- To enable parents to view attendance figures without having to contact school;
- To increase parent involvement through interest / discussion groups;
- To provide communication and collaboration tools e.g. email to enable mentoring;



- To create a safe and secure personalised working space for the school workforce and students enabling anytime, anywhere learning;
- To provide tools to enable teachers to manage and tailor digital content to user needs and learning styles, and to track user progress.

Portal Usage Policy Rules

Authorised Portal Users

Great Baddow High School's Portal system is provided for use only by persons who are legally responsible for student(s) currently attending the school, by persons who are employed by the school and for students of the school.

Access is granted only on condition that the individual formally agrees to the terms of this Policy and may be withdrawn if we believe they have been breached.

Personal Use

Information made available through the Portal 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 Portal system to any person(s) with the exception of the student to which the information relates or to other adults with parental responsibility;
- Users should not attempt to access the Portal system in any environment where the security of the information contained in the Portal system may be placed at risk e.g. a cybercafé.

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 Portal 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 six characters in length
- Passwords must contain a number (0-9) together with at least one upper (A-Z) and lower (a-z) case character
- Passwords must not be similar to your own name or username for example: cutler1

Questions, Complaints and Appeals

Portal users should address any complaints and enquiries about the Portal system to Great Baddow High School by email: data@gbhs.co.uk or telephone: 01245 265821.

Great Baddow High School reserves the right to revoke or deny access to the Portal 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 Portal 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: Although we exclude liability for occasions when due to connectivity or technical reasons the Portal access may be temporarily unavailable, Great Baddow High School will still make information available according to Data Protection Act (1998) law. Requests may be made to Great Baddow High School by email: admin@greatbaddow.essex.sch.uk or telephone: 01245 265821.

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.

Prohibited uses

We will determine, in our discretion, whether there has been a breach of this acceptable use policy through your use of our site. When a breach of this policy has occurred, we may take such action as we deem appropriate.

We exclude liability for actions taken in response to breaches of this acceptable use policy. The responses described in this policy are not limited, and we may take any other action we reasonably deem appropriate.

Changes to the Acceptable Use policy

We may revise this acceptable use policy at any time by amending this document. You are expected to check this document from time to time to take notice of any changes we make, as they are legally binding on you. Some of the provisions contained in this acceptable use policy may also be superseded by provisions or notices published elsewhere on our site.