

Philosophy

'Management in the school must reflect its Christian nature by putting the welfare and development of pupils and staff first and so putting Christ's example into practice'.
(A Vision for St Paul's)

Purpose

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

Ownership and Administration of this Policy

Capita Business Services is responsible for managing Internet technology for St. Paul's, Capita manages the technology in compliance with this Policy.

Smoothwall, Cisco, Impero & Exponential-e are used by the ICT Support Department to manage internet technology for St Paul's in compliance with this Policy. In addition Capita provides St. Paul's with the technology to facilitate ePortal access.

Objectives of St. Paul's ePortal Usage Policy

Security

This Policy is intended to minimise security risks. These risks might affect the integrity of St. Paul's 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 St. Paul's ePortal system by authorised users
- The wrongful disclosure of private, sensitive, and confidential information
- Exposure of St. Paul's 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 St. Paul's and Parents / Carers.

ePortal Usage Policy Rules

Authorised ePortal Users

St. Paul's 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 Internet Access Permission 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

Everyone must assume personal responsibility for their 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 St. Paul's by email to enquiries@st-pauls.org.uk or telephone 01908 669735.

St. Paul's 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 St. Paul's 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.