

Rossett School

ePortal Terms and Conditions of Use

Summary

This Policy applies whenever access to the Rossett School ePortal management system interface is provided. This policy applies whenever information is accessed through the Rossett School ePortal, whether the computer equipment used is owned by Rossett School or not. The policy applies to all those who make use of Rossett School's ePortal Service, including but not limited to, all members of staff employed by Rossett School either in a permanent or temporary basis, all parents or guardians of pupils attending Rossett School and any other persons to whom ePortal access may from time to time be granted.

Users of ePortal agree to:

- Not share their username and password with third parties other than individuals who have parental responsibility for their named child;
- Use the system only as designated;
- Do nothing with, and inform the school immediately, should they have access to data that is not specific to their child.
- Inform the school if they want another person with parental responsibility for their child to have a separate user name and password
- Inform the school if they subsequently want access withdrawn from any other person who has a separate user name and password
- Not to share their username and password with their children

1. Ownership and Administration of these terms and conditions

Rossett School owns and administers the policy.

2. Objectives of Rossett School ePortal terms and conditions

2a. Security

This Policy is intended to minimise security risks. These risks might affect the integrity of Rossett School's data, authorised ePortal users 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 Rossett School ePortal system by authorised users;
- The wrongful disclosure of private, sensitive, and confidential information;
- Exposure of Rossett School to vicarious liability for information wrongfully disclosed by authorised users.

2b. 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 Rossett School and Parents/Guardians.

3. ePortal usage terms and conditions

3a. Authorised ePortal Users

Rossett School's ePortal system is provided for use only by persons who have parental responsibility for pupil(s) currently attending the school.

Access is granted only on condition that the individual agrees to the terms and conditions in this document. A unique user name and password will be sent to ONE of the email addresses parents have given us for the purpose of communication. This is the primary contact shown as having parental responsibility on our records and where we hold an email address.. It is the responsibility of the individual who receives a user name and password to tell us immediately if they do **not** have a legitimate entitlement to access information for the pupil named in the email.

Requests for access to the ePortal system must be made to Rossett School on an application form downloadable from the school website - parent page/ePortal.

Any person with legitimate parental responsibility for a child can have a separate user name and login. This will normally be by the application process. Where this is not possible an application form will be sent to the person applying. This will be after we have received assurances from all persons with parental responsibility that no court order exists preventing personal information from being shared.

Rossett School reserves the right to withdraw or refuse access to the eportal system where we believe there are child protection concerns or reasons detailed in section 4 below.

Any person who legitimately accesses the Rossett eportal system using the user name and password provided by the school will be deemed to have accepted the terms and conditions of use

3b. 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 individuals 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

3c. 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 username and password confidential. These usernames and passwords should **never** be disclosed to third parties who do not have parental responsibility.

Passwords will be assigned by the school and will conform to the password rules detailed in Appendix 1.

Password resets can only be requested by an email from the email address contained in the user name to help@rossett.n-yorks.sch.uk or in writing to the school.

4. Questions, Complaints and Appeals

ePortal users should address any complaints and enquiries about the ePortal system to Rossett School by email: help@rossett.n-yorks.sch.uk or telephone: 01423 564444

Rossett 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
- Legal/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, Rossett School will still make information available according to the 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.

Appendix 1

ePortal Password Rules

1. The password cannot contain the user's User ID
2. The minimum length of the password will be 8 characters
3. The password must contain at least 2 digits (0-9)
4. The password must contain at least 6 letter (A-Z) or (a-z)
5. The password must not contain more that 3 consecutive characters from the users full name
6. Accounts will be locked for 30 minutes after 3 failed attempts to log on
7. The number of unique new passwords that must be issued before an old password can be reused will be 3
8. Passwords expire after 52 weeks
9. Passwords must contain characters from 3 of the following 4 categories: [A-Z], [a-z], [0-9], [Non-alphanumeric characters e.g. !&%]