

# SIMS Learning Gateway Terms and Conditions of Use

## Summary

This Policy applies:

- whenever access to the Rossett School SIMS Learning Gateway management system interface is provided;
- whenever information is accessed through the Rossett School SIMS Learning Gateway, whether the computer equipment used is owned by Rossett School or not;
- to all those who make use of Rossett School's SIMS Learning Gateway Service, including but not limited to, all members of staff employed by Rossett School either in a permanent or temporary basis, all parents/carers of students attending Rossett School and any other persons to whom SIMS Learning Gateway access may from time to time be granted.

Users of SIMS Learning Gateway agree to:

- not share their username and password with third parties;
- not to share their username and password with their children;
- use the system only as designated;
- inform the school if they wish another person with parental responsibility for their child to have a separate user name and password;
- inform the school if they want access withdrawn from any other person who has a separate user name and password;

## 1. Ownership and Administration of these terms and conditions

Rossett School owns and administers the policy.

## 2. Objectives of Rossett School SIMS Learning Gateway terms and conditions

### Security

This Policy is intended to minimise security risks. These risks might affect the integrity of Rossett School's data, authorised SIMS Learning Gateway users and the individuals to which the SIMS Learning Gateway data pertains. In particular these risks arise from:

- the intentional or unintentional disclosure of login credentials to the Rossett School SIMS Learning Gateway 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.

### Data Access

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

This Policy aims to promote best use of the SIMS Learning Gateway system to further the communication and freedom of information between Rossett School and parents/carers.

### **3. SIMS Learning Gateway usage terms and conditions**

#### **Authorised SIMS Learning Gateway Users**

Rossett School's SIMS Learning Gateway system is provided for use only by persons who have parental responsibility for student(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 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 student named in the email.

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

Any person with legitimate parental responsibility for a child can request a separate user name and login; this will normally follow the application process. Where this is not possible an application form will be sent to the person applying once 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 SIMS Learning Gateway system where we believe there are child protection concerns or reasons detailed in section 4 below.

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

#### **Personal Use**

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

### **Password Policy**

Users must assume personal responsibility for their username and password and never use anyone else's username or password.

Users must always keep their 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 via email from the email address contained in the user name to [help@rossettschool.co.uk](mailto:help@rossettschool.co.uk) or in writing to the school.

### **4. Questions, Complaints and Appeals**

SIMS Learning Gateway users should address any complaints and enquiries about the SIMS Learning Gateway system to Rossett School by email: [help@rossettschool.co.uk](mailto:help@rossettschool.co.uk) or telephone: 01423 564444.

Rossett School reserves the right to revoke or deny access to the SIMS Learning Gateway 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 SIMS Learning Gateway 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 SIMS Learning Gateway access is not available, Rossett School will still make information available according to the Data Protection Act (1998).

*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

### SIMS Learning Gateway Password Rules

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