



Belper School Parent Portal Acceptable Usage Policy

This Policy applies wherever access to Belper School's Parent Portal via Cloud School is provided. This policy applies whenever information is accessed through Cloud School Parent Portal, whether the computer equipment used is owned by Belper School & Sixth Form Centre or not. The policy applies to all those who make use of the Cloud School Parent Portal.

Objectives

Security

Cloud School Parent Portal provides a highly secure portal, for access to the School's Cloud School database. This policy is intended to minimise security risks as a result of its use by individuals. These risks might affect the integrity of Cloud School data, authorised Parent Portal users and the individuals to which the management system information pertains. In particular these risks arise from:

- The intentional or unintentional disclosure of login credentials to Parent Portal by authorised users.
- The wrongful disclosure of private, sensitive, and confidential information;
- Exposure of Belper School to vicarious liability for information wrongfully disclosed by authorised users

Parent Portal Usage Policy Rules

Cloud School Parent Portal is provided for use only by current parents/carers of students enrolled at Belper School.

By accessing your Cloud School Parent Portal account, you are agreeing to the terms of the acceptable usage policy.

Authorising Parent Portal Users

The authorising member of school staff **must** confirm that there is a legitimate entitlement to access information from Cloud School Parent Portal i.e. the applicant has 'parental responsibility'.

Once these checks have been made a username will be created and an activation email sent to the registered email of the parent/carer.

Usernames will be created only for individuals. There can be no shared access.

User guides will be made available electronically via the school website.

Information policy

Information provided through Cloud School Parent Portal must be accurate and checked regularly to ensure that it is up to date.

Parents / Carers and students will be given access to

- Student timetables
- Attendance data
- Behaviour data (both positive and negative)
- School notices
- Student progress reports
- Additional information as, from time to time, shall be determined by the school

Cloud School Parent Portal for Parent / Carer Use

Parent Portal is the secure interface through which parents and carers, school staff and governors are able to view news and information about the school. It provides a secure link to the school data management system. Parent Portal can also enable teaching staff, and parents / carers to view personal information such as attendance and assessment data. It is therefore important that this data is kept secure.

Security

This policy is intended to minimise security risks which might arise from:

- The intentional or unintentional disclosure of login credentials to Cloud School.
- The wrongful disclosure of private, sensitive, and confidential information; hence exposing the School to liability for information wrongfully disclosed by authorised users.

Data Access

This policy aims to ensure all relevant aspects of the General Data Protection Regulation and Data Protection Act 2018 are adhered to.

This policy aims to promote best use of Cloud School Parent Portal to further the communication and freedom of information between teachers, students and parents / carers.

Personal Use

Information made available through Cloud School Parent Portal is confidential and protected by law under the Data Protection Act 2018. To that aim:

- Users must not distribute or disclose any information obtained 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 Cloud School Parent Portal in any environment where the security of the information contained in Parent Portal may be placed at risk e.g. a cybercafé
- It is the user's responsibility to ensure that the data is correct and to notify the school of any errors/changes in circumstance

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 anyone. Passwords and usernames should never be shared.

Users are given the right to change the Cloud School Parent Portal password from the one originally issued by the school.

The following rules must be followed:

Password must be at least 8 characters long.

Contain the following:

- 1 upper case character (from A – Z)
- 1 lower case character (from a – z)
- 1 numerical character (from 0 – 9)

In addition, password must **NOT**:

- Have been used as previous passwords
- Contain your forename, surname or username

Passwords expire after 90 days, first email reminder will be sent after 80 days, then daily after 85 days (changing a password stops the reminders).

Questions, Complaints and Appeals

All enquiries about Cloud School Parent Portal should be sent by email to: info@belperschool.co.uk

Belper School reserves the right to revoke or deny access to Cloud School Parent Portal 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 Cloud School Parent 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: Where Cloud School Parent Portal access is not available the school will still make information available according to Data Protection Act 2018 law and the General Data Protection Regulation.

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

By accessing your Cloud School Parent Portal account, you are agreeing to using the Cloud School Parent Portal system in accordance with the Acceptable Usage Policy and with the Data Protection Act (2018) and Computer Misuse Act (1990) and will not reveal your Username and/or Passwords to any other person.