

Ercall Wood Technology College

ePortal Usage Policy

Summary

This Policy applies whenever access to the Ercall Wood Technology College ePortal management system interface is provided. This policy applies whenever information is accessed through the Ercall Wood Technology College ePortal, whether the computer equipment used is owned by Ercall Wood Technology College or not. The policy applies to all those who make use of Ercall Wood Technology College ePortal Service, including but not limited to, all members of staff employed by Ercall Wood Technology College either in a permanent or temporary basis, all parents or guardians of pupils attending Ercall Wood Technology College 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;
- 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.

1. Ownership and Administration of this Policy

Ercall Wood Technology College owns and administers the policy.

Telford and Wrekin Council is responsible for managing the Internet technology for Ercall Wood Technology College; Telford and Wrekin Council manages the technology in compliance with this Policy.

2. Objectives of Ercall Wood Technology College ePortal Usage Policy

2a. Security

This Policy is intended to minimise security risks. These risks might affect the integrity of Ercall Wood Technology Colleges' 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 Ercall Wood Technology College ePortal system by authorised users;
- The wrongful disclosure of private, sensitive, and confidential information;
- Exposure of Ercall Wood Technology College 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 Ercall Wood Technology College and Parents/Guardians.

3. ePortal Usage Policy Rules

3a. Authorised ePortal Users

Ercall Wood Technology College'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 ePortal Parental Access Request Form.

Requests for Access to the ePortal system must be made to Ercall Wood Technology College using the ePortal Parental Access Request Form.

A copy of the form will be held by the school for audit purposes.

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 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

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. .

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

4. Questions, Complaints and Appeals

ePortal users should address any complaints and enquiries about the ePortal system to Ercall Wood Technology College by email: ewtc.admin@taw.org.uk or telephone: 01952 387300

Ercall Wood Technology College 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, Ercall Wood Technology College 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 5 failed attempts to log on