



Bishopshalt Learning Gateway (BLG) ePortal Usage Policy

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

1. Ownership and Administration of this Policy

The BLG is hosted by Capita and no direct access is made through the school network.

2. Objectives of Bishopshalt School ePortal Usage Policy

2a. Security

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

3. ePortal Usage Policy Rules

3a. Authorised ePortal Users

Bishopshalt School's ePortal system is provided for use only by persons who are legally responsible for students(s) currently attending the school, the school's staff and any other authorised persons.

Access is granted only on condition that the individual formally agrees to the terms of this Policy. In respect of requests by Parents/Guardians, the authorising member of school staff **must** confirm that there is a legitimate entitlement to access information for students the names of whom must be stated on the Bishopshalt Learning Gateway Parental Access Request Form.

Requests for Access to the ePortal system by Parents/Guardians must be made to Bishopshalt School using the Bishopshalt Learning Gateway 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 cybercafé

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 can be changed after first logging in.

4. Questions, Complaints and Appeals

ePortal users should address any complaints and enquiries about the ePortal system to Bishopshalt by email: office@bishopshalt.hillingdon.sch.uk

Bishopshalt 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
- 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 suspend access for all parties concerned pending investigation.

Please Note: Where ePortal access is not available, Bishopshalt 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.

5. Review of Policy

We keep this policy under regular review. If we change our policy we will notify you of these changes.

Person Responsible: Assistant Head Teaching & Learning

Frequency of Review: every three years

This version approved: 25 March 2015