

Joseph Leckie Academy



SIMS Learning Gateway (SLG) User Policy

This policy applies wherever access to the Joseph Leckie Academy SLG occurs. The policy applies whenever information is accessed through the Joseph Leckie Academy SLG, whether the computer equipment used is owned by Joseph Leckie Academy or not. The policy applies to all those who make use of the Joseph Leckie Academy SLG service.

Policy Objectives

Security

This policy is intended to minimise security risks. Risk affects the integrity of Joseph Leckie Academy's information, the authorised SLG user and the individuals to which the information relates. In particular these risks arise from:

- Disclosure (intentional or otherwise) of login credentials to the Joseph Leckie Academy SLG system.
- The wrongful disclosure of private, sensitive, and confidential information.
- Exposure of Joseph Leckie Academy to liability for information wrongfully disclosed by authorised users.

Access

- This policy aims to ensure all relevant aspects of the Data Protection Act (1998) and Fair Processing Policy are adhered to.
- The policy aims to promote best use of the SLG system to further the communication and freedom of information between Joseph Leckie Academy and parents and guardians.
- Where SLG access is not available Joseph Leckie Academy will still make information available in accordance with the Data Protection Act (1998).

Policy Rules

Authorised SLG Users

- Joseph Leckie Academy's SLG system is provided for use only by persons who are legally responsible for student(s) currently attending the College.
- Access is granted only on condition that the individual formally agrees to the terms of this policy.
- The authorising member of college staff must confirm that there is a legitimate entitlement to access information for students the names of whom must be stated on the SLG Parental Access Request Form.
- A copy of the form will be held by the College for audit purposes.
- Requests for access to the SLG system must be made to Joseph Leckie Academy using the SLG Parental Access Request Form.

Personal Use

Information made available through the SLG system is confidential and protected by law under the Data Protection Act 1998. Therefore:

- Users must not distribute or disclose any information obtained from the SLG system to any person(s) with the exception of the student to whom the information relates or to other adults with parental responsibility.
- Users should not attempt to access the SLG system in any environment where the security of the information contained in the SLG system may be placed at risk e.g. an internet café.

Passwords

- Users must assume personal responsibility for their username and password.
- Users must never use anyone else's username or password.
- Users must always keep their individual username and password confidential.
- Usernames and passwords should never be disclosed to anyone.
- When changing a password, users are requested to create strong passwords.

Termination of Service

Joseph Leckie Academy reserves the right to revoke or deny access to the SLG 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 this policy.

If any child protection concerns are raised or disputes occur the College will cancel access for all parties concerned pending investigation.

Enquiries

SLG users should address all enquiries about the SLG system to the SIMS Manager, Joseph Leckie Academy.