

HAYDON SCHOOL SIMS LEARNING GATEWAY USAGE POLICY



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Haydon School SIMS Learning Gateway Usage Policy

This Policy applies wherever access to the Haydon School SIMS Learning Gateway system interface is provided. This policy applies whenever information is accessed through the Haydon School SIMS Learning Gateway, whether the computer equipment used is owned by Haydon School or not. The policy applies to all those who make use of Haydon School's SIMS Learning Gateway Service.

1. Ownership and Administration of this Policy

Haydon School owns and administers the policy.

2. Objectives of Haydon School SIMS Learning Gateway Usage Policy

2.1 Security

This Policy is intended to minimise security risks. These risks might affect the integrity of Haydon School's data, the Authorised SIMS Learning Gateway User 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 Haydon School SIMS Learning Gateway system by authorised users.
- The wrongful disclosure of private, sensitive, and confidential information;
- Exposure of Haydon School to vicarious liability for information wrongfully disclosed by authorised users

2.2 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 SIMS Learning Gateway system to further the communication and freedom of information between Haydon School and Parents\Guardians.

3. SIMS Learning Gateway Usage Policy Rules

3.1 Authorised SIMS Learning Gateway Users

- 3.1.1 Haydon School's SIMS Learning Gateway 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.
- 3.1.2 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 SIMS Learning Gateway Parental Access Request Form.

HAYDON SCHOOL SIMS LEARNING GATEWAY USAGE POLICY

3.1.3 A copy of the form will be held by the school for audit purposes. Requests for Access to the SIMS Learning Gateway system must be made to Haydon School using the SIMS Learning Gateway Parental Access Request Form.

3.2 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 pupil to which the information relates or to other adults with parental responsibility
- Users should not attempt to access SIMS Learning Gateway in any environment where the security of the information contained in SIMS Learning Gateway may be placed at risk e.g. a cybercafé

3.3 Password Policy

3.3.1 You must assume personal responsibility for your username and password. Never use anyone else's username or password.

3.3.2 You must always keep your individual user name and password confidential. These usernames and passwords should **never** be disclosed to anyone. Passwords and user names should never be shared.

3.3.3 In some instances users may be given the right to change the SIMS Learning Gateway password from the one originally issued by the school. If this is the case the following rules must be followed. Passwords must meet complexity requirements and the following are the minimum requirements:

- Be at least six characters in (a-z, 0-9) in length
- must contain at least 1 number (0-9)
- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Contain characters from three of the following four categories:
 - English uppercase characters (A to Z)
 - English lowercase characters (a to z)
 - Base 10 digits (0 to 9)
 - Non-alphabetic characters (for example, !, \$, #, %)

3.3.4 Users are forced to change their password every 180 days & Users cannot use the previous 2 passwords when they change their password.

HAYDON SCHOOL SIMS LEARNING GATEWAY USAGE POLICY

4. Questions, Complaints and Appeals

- 4.1 SIMS Learning Gateway users should address any complaints and enquiries about the SIMS Learning Gateway system to Haydon School. by email: info@haydonschool.org or telephone: 020 8429 0005
- 4.2 Haydon School reserves the right to revoke or deny access to SIMS Learning Gateway 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 SIMS Learning Gateway usage policy
- 4.3 If any child protection concerns are raised or disputes occur the school will revoke access for all parties concerned pending investigation.
5. **Please note:** Where SIMS Learning Gateway access is not available Haydon School will still make information available according to 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.