

Combe St Nicholas C of E VA Primary School
Somerset Learning Platform (SLP) Usage Policy
Appendix 1

This policy applies wherever access to the Combe St Nicholas C of E VA Primary School Somerset Learning Platform is provided. This policy applies whenever information is accessed through the Combe St Nicholas C of E VA Primary School SLP, whether the computer equipment used is owned by Combe St Nicholas C of E VA Primary School or not. The policy applies to all those who make use of Combe St Nicholas C of E VA Primary School's SLP Service.

Ownership and Administration of this Policy

Combe St Nicholas C of E VA Primary School owns and administers the policy.

Objectives of Combe St Nicholas C of E VA Primary School SLP Usage Policy

Security

This policy is intended to minimise security risks. These risks might affect the integrity of Combe St Nicholas C of E VA Primary School's data, the Authorised SLP User and the individuals to which the SLP data pertains. In particular these risks arise from:

- The intentional or unintentional disclosure of login credentials to the Combe St Nicholas C of E VA Primary School SLP system by authorised users
- The wrongful disclosure of private, sensitive and confidential information
- Exposure of Combe St Nicholas C of E VA Primary School to vicarious liability for information wrongfully disclosed by authorised users

Data Access

This Policy aims to ensure all relevant aspects of the Data Protection Act (1998) and Fair Processing is adhered to.

This Policy aims to promote best use of the SLP system to further the communication and freedom of information between Combe St Nicholas C of E VA Primary School and Parents/Carers

SLP Usage Policy Rules

Authorised SLP Users

- Combe St Nicholas C of E VA Primary School's SLP site 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 by signing and dating the policy
- The authorising member of school staff **must** confirm that there is a legitimate entitlement to access information for the named pupils
- A copy of the form will be held by the school for audit purposes

Personal Use

Information made available through the SLP 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 SLP 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 SLP in any environment where the security of the information contained in the SLP system may be placed at risk e.g. a cybercafé

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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 user name and password confidential. These usernames and passwords should *never* be disclosed to anyone. Passwords and user names should never be shared

Questions, Complaints and Appeals

SLP users should address any complaints and enquiries about the SLP system to Combe St Nicholas C of E VA Primary School by email: sch.110@educ.somerset.gov.uk or telephone: 01460 63116

Combe St Nicholas C of E VA Primary School reserves the right to revoke or deny access to the SLP 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 SLP 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 SLP access is not available Combe St Nicholas C of E VA Primary School will still make information available according to Data Protection Act (1998) law

Declaration

Students for whom you have Parental Responsibility

Name	Year & Reg Group

I _____ **Parent/Guardian/Carer**

Agree to the terms and conditions of Combe St Nicholas C of E VA Primary School SLP Usage Policy and understand that I will be 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 the policy or any other misuse.

Signed _____

Dated _____

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