

Maidstone Grammar School for Girls

SIMS Learning Gateway (SLG) Usage Policy

This Policy applies wherever access to the Maidstone Grammar School for Girls SLG management system interface is provided. This policy applies whenever information is accessed through the Maidstone Grammar School for Girls SLG, whether the computer equipment used is owned by Maidstone Grammar School for Girls or not. The policy applies to all those who make use of Maidstone Grammar School for Girls' SLG Service.

Ownership and Administration of this Policy

Maidstone Grammar School for Girls owns and administers the policy. Education Information Systems (EIS), Kent, is responsible for managing Internet technology for Maidstone Grammar School for Girls; EIS, Kent, manages the technology in compliance with this policy.

Objectives of Maidstone Grammar School for Girls SLG Usage Policy

Security

This policy is intended to minimise security risks. These risks might affect the integrity of Maidstone Grammar School for Girls' data, the authorised SLG user and the individuals to which the SLG data pertains. In particular these risks arise from:

- The intentional or unintentional disclosure of login credentials to the Maidstone Grammar School for Girls SLG system by authorised users
- The wrongful disclosure of private, sensitive, and confidential information
- Exposure of Maidstone Grammar School for Girls 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 Policy are adhered to.

This policy aims to promote best use of the SLG system to further the communication and freedom of information between Maidstone Grammar School for Girls and Parents\Carers.

SLG Usage Policy Rules

Authorised SLG Users

Maidstone Grammar School for Girls' SLG 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 SLG Parental Access Request Form. A copy of the form will be held by the school for audit purposes.

Requests for Access to the SLG system must be made to Maidstone Grammar School for Girls 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. To that aim:

- Users must not distribute or disclose any information obtained from the SLG 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 SLG system in any environment where the security of the information contained in the SLG system may be placed at risk, e.g. a cybercafe

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.

In some instances users may be given the right to change the SLG password from the one originally issued by the school. If this is the case the following rules must be followed:

- Passwords must be at least 6 characters (a-z, 0-9) in length
- Passwords must contain at least 1 number (0-9)
- Passwords must not be similar to your own name or username for example: cutler1
- Passwords must contain either an uppercase letter or special character (e.g. !, \$, #, %)

Questions, Complaints and Appeals

SLG users should address any complaints and enquiries about the SLG system to Maidstone Grammar School for Girls by email: central@mggs.org or telephone: 01622 752103.

Maidstone Grammar School for Girls 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 the SLG 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 SLG access is not available Maidstone Grammar School for Girls 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.