

Preston School Parent Portal Acceptable Use Policy

This Acceptable Use Policy is written in order to protect the security of pupil information, to ensure good communication between home and school and to prevent unnecessary or unrealistic demands being made on school staff. This policy applies to all use of the Parent Portal at all times.

Security

The security of the information accessed through the Parent Portal is of paramount importance, and every measure has been taken to ensure information is completely secure.

This Policy is intended to minimise security risks. These risks might affect Preston School data, the authorised Parent Portal user and/or the child. In particular these risks arise from:

- The intentional or unintentional disclosure of login details to Parent Portal by authorised users.
- The wrongful disclosure of private, sensitive, and confidential information
- Exposure of Preston School to vicarious liability for information wrongfully disclosed by authorised users

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

Authorised Parent Portal Users

Preston School Parent Portal is provided for use only by persons who are legally responsible for a child currently attending the school – those who our records show have 'parental responsibility'.

Personal Use

Information made available through the Parent Portal is confidential and protected by law under the Data Protection Act (1998). To that aim:

- You must not distribute or disclose any information obtained from the Parent Portal to any person(s) with the exception of the pupil to which the information relates or to other adults with parental responsibility
- You should not attempt to access the Parent and carers Portal system in any environment where the security of the information contained in the Parent Portal may be placed at risk e.g. a cybercafé

Password

Once the school has completed the necessary checks, a password and username will be given. Thereafter you must assume personal responsibility for the username and password. You must never use anyone else's username or password and always keep their individual user name and password confidential.

Contacting the school about the information

We encourage parents to see the Parent Portal as a positive communication tool, not a reason to complain about school procedures. Therefore we ask that you adhere to the following:

- If an attendance mark is not registered please do not contact the school until 10.30am. There is an automatic 'time-lag' in the system to allow data to be completed – data is not technically 'live'. Even once updated, there may be a number of reasons why an attendance mark is not immediately entered, and reasonable time must be given to remedy this.
- Ask your child about the reason for achievement or behaviour points initially and prior to contacting the school. These points are given for a range of small achievements (such as good homework) and small behaviours (such as forgetting equipment). If you wish to discuss behaviour points please contact the student's subject teacher as the first point of contact. If the behaviour point was given outside a lesson the Learning Manager would be your first point of contact.

Complaints or enquiries

You should address any complaints and enquiries about the Parent Portal to Preston School by email or telephone. Preston School reserves the right to revoke or deny access to the Parent Portal 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 are found to be in breach of the Acceptable Use 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 Parent Portal access is not available Preston 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.