SIMS Learning Gateway (SLG) Acceptable Use Policy

This Policy applies wherever access to the Swanmore College SLG management system interface is provided.

This policy applies whenever information is accessed through the Swanmore College SLG, whether the computer equipment used is owned by Swanmore College or not. The policy applies to all those who make use of the Swanmore Colleges SLG service.

Objectives of the Swanmore College SLG Usage Policy

1. Security

This Policy is intended to minimise security risks. These risks might affect the integrity of Swanmore College's 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 Swanmore College SLG system by authorised users;
- The wrongful disclosure of private, sensitive and confidential information;
- Exposure of Swanmore College to vicarious liability for information wrongfully disclosed by authorised users.

2. Data Access

This Policy aims to ensure that 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 Swanmore College and Parents/Carers.

SLG Usage Policy Rules

1. Authorised SLG Users

The Swanmore College SLG system is provided for use only by persons who are legally responsible for pupil(s) currently attending the College. Access is granted only on condition that the individual formally agrees to the terms of this Policy. Passwords are only sent to email addresses known to the College. Records are kept of the parents' usernames and who has been issued with passwords.

2. 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 in any environment where the security of the information contained in the SLG system may be placed at risk e.g. a cybercafé.

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

The system requests that you change the password on first use to one that is only known by you. The SLG conditions must be followed when setting a password.

Questions, Complaints and Appeals

SLG users should address any complaints and enquiries about the SLG system to Swanmore College by email: SIMSLG@swanmore-sec.hants.sch.uk or telephone: 01489 892256.

Swanmore College 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 College will revoke access for all parties concerned pending investigation.

Please note: Where SLG access is not available, Swanmore College 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.