

# The Littlehampton Academy ePortal Useage Policy



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

## **Objectives of TLA ePortal Useage Policy**

**Security** This Policy is intended to minimise security risks. These risks might affect the integrity of TLA's data, the Authorised ePortal User and the individuals to which the ePortal data pertains. In particular these risks arise from:

- The intentional or unintentional disclosure of login credentials to the TLA ePortal system by authorised users.
- The wrongful disclosure of private, sensitive and confidential information.
- Exposure of TLA 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 ePortal system to further the communication and freedom of information between TLA and Parents / Carers.

## **ePortal Usage Policy Rules**

**Authorised ePortal Users** TLA's ePortal system is provided for use only by persons who are legally responsible for student(s) currently attending the Academy.

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 students, the names of whom must be stated on the Learning Gateway ePortal Parental Access Request Form.

A copy of the form will be held by the Academy for audit purposes. Requests for access to the ePortal system must be made to TLA using the ePortal Parental Access Request Form.

**Personal Use** Information made available through the ePortal 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 ePortal system to any person(s) with the exception of the student to whom the information relates or to other adults with parental responsibility.
- Users should not attempt to access the ePortal system in any environment where the security of the information contained in the ePortal 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 usernames should never be shared.

In some instances users may be given the right to change the ePortal 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

### **Questions, Complaints and Appeals**

ePortal users should address any complaints and enquiries about the ePortal system to TLA by email ([office@tla.woodard.co.uk](mailto:office@tla.woodard.co.uk)) or telephone 01903 711120.

TLA reserves the right to revoke or deny access to the ePortal system or 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 ePortal 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 ePortal access is not available TLA 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.*