

# **Altrincham Grammar School for Boys**

## **SIMS Learning Gateway Acceptable Usage Policy**

### **This Policy applies:**

- Wherever access to the AGSB SIMS Learning Gateway management system interface is provided.
- Whenever information is accessed through the AGSB SIMS Learning Gateway.
- Whether the computer equipment used is owned by AGSB or not.
- To all those who make use of AGSB SIMS Learning Gateway Service.

### **Objectives of AGSB SIMS Learning Gateway Usage Policy**

#### **Security**

This Policy is intended to minimise security risks. These risks might affect the integrity of AGSB's data, the Authorised SIMS Learning Gateway User and the individuals to which the SIMS Learning Gateway data pertains. In particular these risks arise from:

The intentional or unintentional disclosure of login credentials to the AGSB SIMS Learning Gateway system by authorised users.

The wrongful disclosure of private, sensitive, and confidential information.

Exposure of AGSB 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 SIMS Learning Gateway system to further the communication and freedom of information between AGSB and Parents\Guardians.

### **SIMS Learning Gateway Usage Policy Rules**

#### **Authorised SIMS Learning Gateway Users**

AGSB SIMS Learning Gateway 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.

#### **Personal Use**

Information made available through the SIMS Learning Gateway 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 SIMS Learning Gateway 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 SIMS Learning Gateway system in any environment where the security of the information contained in the SIMS Learning Gateway 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 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**

SIMS Learning Gateway users should address any complaints and enquiries about the SIMS Learning Gateway system to AGSB by email or telephone.

AGSB reserves the right to revoke or deny access to the SIMS Learning Gateway 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 SIMS Learning Gateway 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 SIMS Learning Gateway access is not available AGSB 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.*

**I accept the terms and conditions set out in this document**

**Name**..... **Signature**.....

**Date**.....