



ePortal Usage Policy

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

Ownership and Administration of this Policy

Fleetwood Sports College owns and administers the policy. CLEO (Cumbria and Lancashire Education Online) is responsible for managing Internet technology for Fleetwood Sports College and manage this technology in compliance with this Policy.

Policy Objectives

Security

This Policy is intended to minimise security risks that might affect the integrity of Fleetwood Sports College'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 Fleetwood Sports College ePortal system by authorised users.
- The wrongful disclosure of private, sensitive, and confidential information;
- Exposure of Fleetwood Sports College 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 Fleetwood Sports College and Parents\Guardians.

ePortal Usage Policy Rules

Authorised ePortal Users

Fleetwood Sports College's ePortal system is provided for use only by persons who are legally responsible for student(s) currently attending the college.

Access to ePortal is granted only on condition that the individual formally agrees to the terms of this Policy.

Requests for access to the ePortal system must be made to Fleetwood Sports College using the ePortal Parental Access Request Form. The authorising member of college staff must confirm that there is a legitimate entitlement to access information for students the names of whom must be stated on the ePortal Parental Access Request Form. A copy of the form will be held by the school for audit purposes.

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 which 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, unsecured internet connection.

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. A username and password should never be disclosed to anyone. Usernames and passwords should never be shared.

Questions, Complaints and Appeals

ePortal users should address any complaints and enquiries about the ePortal system to Fleetwood Sports College.

Fleetwood Sports College reserves the right to revoke or deny access to the ePortal 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 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 Fleetwood Sports 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.