

# ST MARY'S RC HIGH SCHOOL, LUGWARDINE, HEREFORD

## EDULINK ONE PARENT ACCEPTABLE USE PROCEDURE



### OBJECTIVE

This procedure is intended to minimise the risk of unauthorised access and use of data held in the St Mary's RC High School (hereafter called 'the school') SIMS Management Information System (SIMS) whilst promoting best use of Edulink One to further the communication and freedom of information between the school and parents/carers, aiming to ensure all relevant aspects of the Data Protection Act 2018 are adhered to.

### POTENTIAL RISKS

The main intention of the procedure is the reduction of risk relating to the integrity of data;

- held by the school
- accessed by authorised Edulink One users
- about individuals to which the Edulink One data applies.

Specifically, these risks arise from:

- The intentional or unintentional disclosure of login details (username and/or passwords) to unauthorised parties.
- The wrongful use or disclosure of private, sensitive, and confidential information.

### PROCEDURE APPLICATION

- This procedure applies wherever access to the school Edulink One management system interface is provided.
- This procedure applies whenever information is accessed through the school's Edulink One, whether the digital equipment used is owned by school or not.
- The procedure applies to all those who make use of the school's Edulink One service.

### AUTHORISED EDULINK ONE USERS

The school's Edulink One system is provided for use only by persons who are legally responsible for students currently attending the school. The authorising member of school staff must confirm that there is a legitimate entitlement to access information for one or more students in line with information stored in the SIMS system.

- **By activating their account and by using Edulink One, users thereby agree to abide by both the letter and the spirit of the procedure.**
- **A copy of this procedure will be stored on the school's website in the parents' section and on the Noticeboard in Edulink One.**

### USE OF THE EDULINK ONE

Data made available through the Edulink One system is confidential and contains personal information as defined in the UK GDPR and the Data Protection Act 2018. To that aim:

- Users must comply with the school's data protection policies and procedures, including, but not limited to the Data Protection Policy and Privacy Notice.
- Edulink One system must not be used in any way which is unlawful or which may breach local or national laws, regulation or statutory guidance.
- Edulink One system must not be used to bully, insult, intimidate, harm, or attempt to harm any individual.
- Users must not distribute or disclose any information obtained from the Edulink One 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 Edulink One system in any environment where the security of the information contained in the Edulink One system may be placed at risk, e.g. a library.
- Users must not share personal log-in details or otherwise share access to their portal.
- Users must not take copies of or otherwise reproduce the information contained within their portal. If you require a copy of your child's personal information please make a written request to the school office.
- Users must not amend the information contained within their portal unless explicitly prompted to do so. If users consider information to be irrelevant or inaccurate they must notify the school.
- Users must log out of their portal after use.

This is not an exhaustive list. The school retains the discretion to determine whether any act or behaviour in respect of the Edulink One system is considered unacceptable.

#### **PASSWORD SECURITY**

- Users must choose a strong password that is not used for any other system. A strong password is one which combines random words, numbers and symbols which are not personal to the user.
- Users should regularly change their password. Users must change their password if they think their account has been compromised.
- Users assume personal responsibility for the security of usernames and passwords which must always be kept confidential.
- These usernames and passwords should never be disclosed to anyone. Passwords and user names should never be shared except between those with parental responsibility.

#### **QUESTIONS, COMPLAINTS AND APPEALS**

Edulink One users should address any complaints and enquiries about the school's Edulink One system by email to [EdulinkApp@st-maryshigh.hereford.sch.uk](mailto:EdulinkApp@st-maryshigh.hereford.sch.uk) or by telephone on 01432 850416.

The school reserves the right to revoke or deny access to the Edulink One 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 Edulink One Acceptable Use Procedure. The school may take such other action as it deems appropriate. In that regard, the school excludes its liability for all action taken under this procedure.

If any child protection concerns are raised or disputes occur the school will revoke access for all parties concerned pending investigation.

**Please note:** Where Edulink One access is not available the school will still make statutory information available to those with parental responsibility as required.

Users are liable for any potential misuse of the system and/or breach of the UK GDPR or Data Protection Act 2018 that may occur as a result of failing to adhere to any of the rules/guidelines listed in this document.

The school may amend these terms from time to time. Every time you wish to use the Edulink One system you are reminded to check these terms to ensure that you understand these terms.