

## **SIMS Learning Gateway (SLG) Acceptable Use Policy**

The SIMS Learning Gateway is a facility that enables you to view your child's attendance, achievement and behaviour in real time. Academy reports and assessments are also published to the SLG at the end of each cycle. Data and medical information can also be amended. To gain access to the SLG please read the policy below.

### **Holy Trinity Academy – SIMS Learning Gateway (SLG) Policy**

This policy applies whenever information is accessed through Holy Trinity Academy's SLG, whether the computer equipment used is owned by Holy Trinity Academy or not. The policy applies to all who make use of Holy Trinity Academy's SLG service.

#### **Security**

This policy is intended to minimise security risk, these risks affect the integrity of HTA Academy's data, the Authorised SLG user and the individuals to which the SLG data pertains. In particular:

- The intentional or unintentional disclosure of login details to the SLG system by authorised users
- The wrongful disclosure of private, sensitive, and confidential information

#### **Data Access**

This policy aims to promote best use of the SLG system to further the communication and freedom of information between Holy Trinity Academy and parents/carers.

This policy ensures that all relevant aspects of the Data Protection Act (1998) are adhered to.

#### **Authorised Users**

Information made available through the SLG system is confidential and protected by law through 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 for the pupil.
- Users should not attempt to access the SLG system in any environment where the security of the information contained in the SLG system may be placed at risk e.g. a cybercafé
- Users should log off correctly whenever they leave a computer, even for a short time, as this may allow an unauthorised user access to personal details

#### **Username and Password Policy**

You must assume personal responsibility for your username and password. Never use anyone else's username or password. We do not store passwords in the Academy, and passwords are never held in plain text.

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.

#### **Note**

SLG users should address any complaints about the SLG system for Holy Trinity Academy by email [holytrinity@taw.org.uk](mailto:holytrinity@taw.org.uk) or via telephone 01952 386100.

Holy Trinity Academy reserves the right to revoke or deny access to the SLG system of any individual under the following circumstances:

- When valid parental responsibility is questioned
- When a court ruling preventing access to child or family members is issued

- When users are found to be in breach of the SLG usage policy
- When a member of staff leaves the employment of Holy Trinity Academy
- When a pupil leaves the Academy roll

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

#### Provisioning of SLG

Provisioning of SLG will be made for only persons who are legally responsible for pupil(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 Academy staff must confirm that there is a legitimate entitlement to access information for pupils the name of whom must be stated on the SIMS Learning Gateway Parental Access Request Form.

A copy of the form will be held by the Academy for audit purposes. Requests for Access to the SIMS Learning Gateway system must be made to Holy Trinity Academy using the SIMS Learning Gateway Parental Access Request Form.

**Please note** Where SLG access is not available due to technical reasons, Holy Trinity Academy will still make information available according to the Data Protection Act (1998)

*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 the SLG Policy.*