



e-Portal Policy	
Policy last reviewed:	November 2016
Next review due:	November 2019
Member of staff responsible:	Mr K Green, Assistant Headteacher
Governor's Committee:	Teaching & Learning

Vision Statement

Our vision is to be a centre of excellence for learning inspired by Christian values where every person in our school community fulfils their potential

Mission Statement:

Our mission is to be a deeply Christian inclusive community which values every individual as a child of God.

Values Statement

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its students.

Dignity

Underpinning all that we do is the core belief in the ultimate worth of each person as a child of God – precious, valued and loved by God. Dignity comes from the knowledge of our ultimate worth as human beings.

Community

Having understood our value as individual human beings, we express this value through the quality of the relationships that we share with each other. Community, living well together, is of very great importance to us as a school, as is the place we each take in the wider community locally, nationally and internationally.

Wisdom

As a school we seek to foster confidence, delight and discipline in seeking wisdom, knowledge and truth. This is achieved through the nurturing of academic habits and skills, emotional intelligence, resilience and creativity across the breadth of the curriculum.

Hope

As we prepare our students for the future we look to open up horizons of hope and aspiration, encouraging our students to embrace these with confidence and sending them out to make a difference to the world in which they live.

This Policy applies wherever access to The Holy Trinity Church of England Secondary School (The School) ePortal management system interface is provided. This policy applies whenever information is accessed through the HTS ePortal, whether the computer equipment used is owned by HTS or not. The policy applies to all those who make use of HTS's ePortal Service.

Objectives of The Holy Trinity Church of England Secondary School ePortal Usage Policy

Security

This Policy is intended to minimise security risks. These risks might affect the integrity of the school'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 school ePortal system by authorised users
- The wrongful disclosure of private, sensitive, and confidential information;
- Exposure of the school 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 the school and Parents/Guardians/Carers.

ePortal Usage Policy Rules

Authorised ePortal Users

The school's ePortal system is provided for use only by persons who are legally responsible for students(s) currently attending the school.

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 pupils the names of whom must be stated on the ePortal Access Request Form.

A copy of the form will be held by the school for audit purposes. Requests for access to the ePortal system must be made to the school using the ePortal 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 pupil 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 cybercafe

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.

In some instances users may be given the right to change the ePortal password from the one originally issued by the college. 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 the school by email (office@holyltrinity.w-sussex.sch.uk) or telephone 01293 423690

The school 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 the school 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.

Please note that parents can continue to receive paper reports if requested. Also note that the SIMS Learning Gateway only provides access for the current year's data.

An Equality Impact assessment has been carried out with regard to this policy. There was found to be no significant impact on any group with protected characteristics i.e. this policy does not discriminate against anyone on the basis of disability, gender re-assignment, pregnancy and maternity, race, religion or belief, gender or sexual orientation.

Links with other policies:

- Assessment, Marking & Recording
- Teaching and learning
- Homework
- Rewards and sanctions
- Exams
- Equality and Diversity