

IT Acceptable Use Policy for Parents: the School's Portal

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Accounts

As a parent (or nominated guardian) you are provided with a unique username and password enabling personal access to the Parent Portal and any other online services which may be provided by the School.

The Parent Portal is a web based service accessed from PCs. A mobile version of the Parent Portal is also available from the Apple store for iPhones.

You agree to provide, maintain and update true, accurate, current and complete information about yourself as requested by our registration processes. This data can be validated via the Parent Portal but can only be updated via the School Office. You shall not impersonate any person or entity or misrepresent your identity or affiliation with any person or entity, including using another person's username, password or other account information, or another person's name, likeness, voice, image or photograph.

You should take care not to leave the Parent Portal open and unattended on any device. Web sessions via PC will be automatically logged out after 25 minutes of inactivity. Mobile app sessions will also be discontinued but access will be enabled on any mobile device where the username and password have been remembered by the user for automated login.

The Parent Portal provides self-service facilities for you to change your password to maintain your security. There are also facilities to have username and password details re-issued upon request. Username and password details are always sent to users separately and will only be sent to a pre-registered email address.

You agree to notify the School promptly of any unauthorised use of your username, password, other account information, or any other breach of security that you become aware of involving or relating to the Parent Portal.

Use of Content and Information Security

This Policy is intended to minimise security risks. These risks might affect the integrity of Highgate School data, the authorised Parent Portal user and the individuals to which the Parent Portal data pertains.

Information made available through the Parent Portal system is confidential and protected by law under the Data Protection Act 1998.

Except where the Parent Portal is configured to enable the download of particular content, such as pupils' interim grades or school correspondence, no content from the Parent Portal may be used, reproduced, transmitted, distributed or otherwise exploited in any way other than as part of the Parent Portal, without written consent from the School.

You may download such content for your personal, non-commercial home use only, provided that you (a) keep intact all copyright and other proprietary notices, (b) make no modifications to the content, and (c) do not use the content in a manner that suggests an association with Highgate School. Any business use, "re-mailing" or high-volume or automated use of the Parent Portal is prohibited.

In the event that downloads of software are offered on the Parent Portal and you download such software, the software, including any files, images incorporated in or generated by the software, and data accompanying the software (collectively, the "Software") are licensed to you by us or third-party licensors for your personal, non-commercial home use only. We do not transfer title to the Software to you. You may not distribute or otherwise exploit the Software or decompile, reverse engineer, disassemble or otherwise reduce the Software to a human-readable form.

Public forums and Communication

"Public Forum" means an area, site or feature provided by the School that offers the opportunity for Users to contribute submissions including chat, message boards, instant messaging, social community environments, profiles, blogs and email.

You acknowledge that contributions/submissions to any Public Forum are publicly accessible to all users of that Public Forum and you have no expectation of privacy with regard to any submission to a Public Forum.

You are and shall remain solely responsible for the submissions you distribute on or through School systems under your username or otherwise by you in any Public Forum. Whilst we will make every effort to monitor the Public Forum, we cannot be held responsible for doing so.

Submissions

In these terms of use, we use the word "submissions" to mean text, messages, ideas, suggestions, photographs, and/or other similar materials that you submit, post, upload, display, communicate or otherwise distribute (collectively known as "Distribute") on or through any School provided systems.

There are two types of submissions: solicited submissions and unsolicited submissions. "Solicited submissions" means those submissions (a) that we expressly request or enable you to provide to us via any feature or activity for our review or display, e.g. a survey. "Unsolicited submissions" are any and all submissions that do not fall within this above category. You agree to not distribute any unsolicited submissions. Submissions may be used and disclosed by us if necessary.

Removal of submissions

We reserve the right, but disclaim any obligation or responsibility,

(a) to refuse to post or communicate or remove any Submission from School systems that violates these terms of use and

(b) to identify any user to third parties, and/or to disclose to third parties any submission or personally identifiable information, when we believe in good faith that such identification or disclosure will either (i) facilitate compliance with laws, including, for example, compliance with a court order, or (ii) help to enforce these terms of use and/or protect the safety or security of any person or property, including the School's Parent Portal and IT facilities. Moreover, we retain all rights to remove submissions at any time.

Denial of Access

Users are liable for any potential misuse of School systems and/or breach of the Data Protection Act that may occur as a result of failing to adhere to any of the rules and guidelines contained in this document.

Highgate School reserves the right to revoke or deny access to the Parent Portal or any other School system of any user if we feel that there has been a breach of the Acceptable Use Policy.

Please note: Where access to the Parent Portal is not available, the School will still make the information available but only in a manner permitted by the Data Protection Act (1998). Users should contact the appropriate School Office who will direct all queries to the School's IT personnel for details on alternative ways to access the information or material presented on the Portal.

External Links

While the School will make all reasonable efforts to ensure that all material on the Parent Portal is safe and appropriate, you should be aware that when you are on the Parent Portal there may be links to other sites that take you outside our service to sites that are beyond our control. You acknowledge that when you click on any of the aforementioned links, the sites you are taken to are not controlled by us; different terms of use and privacy policy may apply, and we are not responsible for such sites.

Online Safety

The School takes steps to comply with external requirements governing IT use (including Prevent) and regards matters such as cyber bullying and online safety as important aspects of modern school life. As such, the School will promote education and provide guidance and training from time to time to Parents and Carers regarding Online Safety.