

## IT Acceptable Use Policy for Parents/Carers

This Acceptable Use Policy (AUP) has been drawn up in accordance with current guidelines and advice provided by the government in order to safeguard all stakeholders involved in the use of IT, both in and out of school. These statements are designed to ensure parents/carers are aware of their responsibilities when using ICT systems provided by the School.

Highgate School parents/carers are provided with the following IT platforms to interact with the School:

- The Parent Portal and its app
- The trip consent page
- The School social media channels
- SOCS

**We ask that, in order to ensure the safety of all IT users within the School community, you accept and adhere to the following statements:**

### Data

- You agree to provide, maintain and update true, accurate, current and complete information about yourself and your child. This data can be validated via the Parent Portal but can only be updated by contacting the School Office.
- You shall not impersonate any individual 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.

### Security

- You should take care not to leave the Parent Portal open and unattended on any device.
- 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 and other School platforms.

### Passwords

- You have a duty to protect your passwords and personal logins. The Parent Portal provides self-service facilities for you to change your password to maintain your security.
- Passwords are your responsibility; they should not be obvious (for example "password", 123456, a family name or birthdays), and nor should they be the same as your widely-used personal passwords.
- Further advice on choosing a password is available on the following webpages <https://www.getsafeonline.org/protecting-yourself/passwords/>  
[National Cyber Security Centre](#)

- You should not let anyone else know your password, nor keep a list of passwords where they may be accessed. You must change your password immediately if it appears to be compromised. You should not attempt to gain unauthorised access to anyone else's computer or to confidential information to which you do not have access rights.

### **Use of Content and Information Security**

- Information made available through the Parent Portal system is confidential and protected by law under the Data Protection Act 2018.
- 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 of the Parent Portal is prohibited.

### **Public forums**

"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.

### **Appropriate Use**

- Parents must not use any Public Forum to air grievances or make comments which may be used to bring the School, or its members, into disrepute. Concerns should be raised through the appropriate channels.
- Under no circumstances should negative comments be made about pupils, staff or other parents/carers through Social Media by pupils or parents/carers. Parents/carers are encouraged to comment or post appropriately about the School or organisation.
- In the event of any offensive or inappropriate comments being made, the School will ask the parent/carer to remove the post or tweet and invite them to discuss the issues in person.

### **Denial of Access**

- Users are liable for any potential misuse of School systems and/or breach of the Data Protection Act 2018 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 granted, the School will still make the information available but only in a manner permitted by data protection legislation. Users should contact the appropriate School Office staff, 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 Parent Portal.

**Declaration**

I, the undersigned, agree to adhere to the AUP outlined above.

Parent/carer name: .....

Signature: .....

Date: .....