

## **Banbridge Academy SIMS Learning Gateway Usage Policy**

This Policy applies wherever access to Banbridge Academy SIMS Learning Gateway system interface is provided. This Policy applies whenever information is accessed through the Banbridge Academy SIMS Learning Gateway, whether the computer equipment is owned by Banbridge Academy or not. The Policy applies to all those who make use of the Banbridge Academy SIMS Learning Gateway service.

### **Ownership and Administration of this Policy**

Banbridge Academy owns and administers the Policy.

### **Objectives of Banbridge Academy SIMS Learning Gateway Usage Policy**

Acceptable Use of the SIMS Learning Gateway – All Users:

- Access to the SIMS Learning Gateway is a privilege, not a right.
- Users are responsible for their behaviour.
- Conditions of use are respected; any breach of the conditions of use may lead to withdrawal of a user's access.

### **Security**

This Policy is intended to minimise security risks. These risks might affect the integrity of Banbridge Academy's data, the Authorised SIMS Learning Gateway User and the individuals to which the SIMS Learning Gateway data pertains. In particular these risks arise from:

- The intentional or unintentional disclosure of login credentials to the Banbridge Academy SIMS Learning Gateway system by authorised users.
- The wrongful disclosure of private, sensitive and confidential data.
- Exposure of Banbridge Academy 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 SIMS Learning Gateway system to further the communication and freedom of information between Banbridge Academy and parents/guardians.

### **SIMS LEARNING GATEWAY Usage Policy Rules**

Banbridge Academy SIMS Learning Gateway system is provided for use only by persons who are legally responsible for pupil(s) currently attending the School.

Access is granted only on condition that the individual agrees to the terms of this Policy, by returning a signed copy of the agreement, which will be held by the School for audit purposes.

Requests for Access to SIMS Learning Gateway system must be made to Banbridge Academy using the SIMS Learning Gateway Parental Access Request Form. Your signature on this form must confirm your legal responsibility for the pupil(s) currently attending the School. The School reserves the right to request additional legal documents to confirm parental/guardian entitlement.

### **Personal Use**

Information made available through the SIMS Learning Gateway 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 SIMS Learning Gateway 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 SIMS Learning Gateway in any environment where the security of the information contained in SIMS Learning Gateway may be placed at risk, for example, an internet café or public place.
- Users must not transfer information from the SIMS Learning Gateway system to any form of portable media, such as, pen drives or by electronic means, such as, email without the express permission of the School.

### **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 username and password confidential. These usernames and passwords should never be disclosed to anyone. Passwords and usernames should never be shared.

Users will be asked to change the SIMS Learning Gateway password from the one originally issued by the school. The following rules must be followed. Passwords must meet the complexity requirements and the following are the minimum requirements:

- Be at least six characters (a - z, 0 - 9) in length
- Must contain at least one number (0 - 9)
- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Contain characters from three of the following four categories:
  - a) English uppercase characters (A - Z)
  - b) English lowercase characters (a - z)
  - c) Base 10 digits (0 - 9)
  - d) Non alphabetical characters (for example, \$, #,!, %)

Users are forced to change their password every 180 days and cannot use the previous 2 passwords.

## **Questions, Complaints and Appeals**

SIMS Learning Gateway users should address any complaints and enquiries about the SIMS Learning Gateway system to Banbridge Academy, by email: [info@banbridgeacademy.banbridge.ni.sch.uk](mailto:info@banbridgeacademy.banbridge.ni.sch.uk) or telephone: 028 40623220.

Banbridge Academy reserves the right to revoke or deny access to SIMS Learning Gateway 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 in breach of the SIMS Learning Gateway Usage Policy.

If any Child Protection concerns are raised or disputes occur, the School will revoke access for all parties concerned.

Note: Where SIMS Learning Gateway access is not available, Banbridge Academy will still make information available according to 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 this document.