



## **Saint George's C of E School Insight Acceptable Use Policy**

This Policy applies wherever access to the Saint George's C of E School Insight management system interface is provided. This policy applies whenever information is accessed through the Saint George's C of E School Insight Portal. The policy applies to all those who make use of Saint George's C of E School's Insight Service. (The term "use" is defined as "with an authorised username and password, accessing a password-protected "area" of the Insight Service, as provided by Saint George's C of E School).

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

Saint George's C of E School owns and administers the policy.

### **Objectives of Saint George's C of E School Insight Acceptable Use Policy**

#### **Security**

This Policy is intended to minimise security risks. These risks might affect the integrity of Saint George's C of E School's data, the Authorised Insight User and the individuals to which the Insight data pertains. In particular these risks arise from:

- The intentional or unintentional disclosure of login credentials to the Saint George's C of E School Insight system by authorised users.
- The wrongful disclosure of private, sensitive, and confidential information.
- Exposure of Saint George's C of E 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 Insight system to further the communication and freedom of information between Saint George's C of E School and Parents/Guardians.

### **Insight Acceptable Use Policy Rules**

#### **Authorised Insight Users**

Saint George's C of E School's Insight system is provided for use only by persons who are legally responsible for pupil(s) currently attending the school. The authorising member of the school staff must confirm that there is a legitimate entitlement to access information for pupils as recorded on the School Information Management System (SIMS).

In order to manage the service effectively, user names and passwords will be issued to those parents/guardians with whom the child is resident and are registered as the priority one parent/guardian on our system. Where parents do not live together, each parent will receive a user name and password. If there is a non-resident parent who is not on our records who you believe would like to have access to Insight, please contact us.

By using Insight the individual is agreeing to the terms of this policy.

## **Personal Use**

Information made available through Insight 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 Insight 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 Insight in any environment where the security of the information contained therein may be placed at risk e.g. a cybercafé or an unprotected wireless network.

## **Password Policy**

You must assume personal responsibility for your username and password. Never use anyone else's username or password, with the exception of a spouse or partner who has parental responsibility, lives with you and with whom the child is resident.

You must always keep your individual user name and password confidential. These usernames and passwords should never be disclosed to anyone.

Remember to log out of Insight and close your internet browser each time you finish a session.

## **Access to Insight**

Saint George's C of E School reserves the right to revoke or deny access to Insight for 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 Insight 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 access to Insight is not available Saint George's C of E School will still make information available according to Data Protection Act (1998).

## **Questions, Complaints and Appeals**

Insight users should address any queries or complaints about Insight to Saint George's C of E School.

By email: [insightsupport@saintgeorgescofe.kent.sch.uk](mailto:insightsupport@saintgeorgescofe.kent.sch.uk)

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.