



# Sligo Grammar School ePortal Access and Usage Policy

## **Introduction**

This policy applies wherever the Sligo Grammar School ePortal Management System interface is accessed. It applies to all users.

This policy aims to ensure all relevant aspects of the Data Protection Act 1998 and subsequent amendments are adhered to.

## **Objective of Sligo Grammar School ePortal Usage Policy**

1. To enable management, administration, teaching staff and special education needs staff to use an electronic database to fulfill Department of Education & Skills requirements.
2. To promote school policies and National Education Welfare Board requirements.
3. To facilitate record-keeping.
4. To enable authorized users to communicate and share student data.
5. To ensure security risks to data are minimized.
6. To avoid disclosure of data of a private, sensitive and confidential nature.

## **Authorised ePortal Users**

- Management, teaching staff (including special educational needs staff) and administrative staff are provided with access to Sligo Grammar School ePortal system.

- Authorisation is provided to Users on the condition that the terms of this policy are adhered to.

## **Conditions of Use**

- Users are provided with a username and password which is for their sole use. Users must only log on with their own details.
- Users must ensure that their password is secure by changing it from the one allocated to one which has both numbers and letters. Upper and lower case letters should be used.
- Passwords must never be stored on any machine. Passwords must be changed if there is any possibility of their being compromised. The administrators will have access to passwords of users.
- Users must log out at the end of sessions and before leaving the computer.
- Sligo Grammar School ePortal system must never be used where the information being obtained could be at risk – e.g. on public computers or in a non-secure wi-fi hotspot.
- Pupils must never be given access to Sligo Grammar School ePortal.
- Information which is available on ePortal must never be shared with non authorized personnel apart from the pupil to whom it refers or their parents / guardians.
- Any errors noted should be brought to the attention of the administrators.

*Users are liable for any potential misuse of the system and / or breach of the Data Protection Acts that may occur as a result of failing to adhere to the terms of this policy.*

*This policy will be reviewed and updated as is required as the use of ePortal is expanded or as is required by either legislation or the Department of Education and Science*

2012

Reviewed and ratified 18.11.2013

Reviewed and ratified 9/11/2015

Due for review 2017