



## Acceptable Use Policy for the Ratcliffe App

This policy applies to all those who access the Ratcliffe App. This policy applies whenever and wherever information is accessed, whether the computer equipment used is owned by Ratcliffe College or not.

Access is granted strictly on condition that the individual formally agrees to the terms of this Policy by accepting the activation e-mail.

### Authorised Ratcliffe App Users

Only relevant members of staff and persons who are legally responsible for student(s) currently attending the school are provided with online access to the Ratcliffe App. They only have access to information relating to the students where they have that legal right and responsibility.

The school is required to arrange the removal of access of users who are no longer entitled to access to the Ratcliffe App.

### Acceptable Use of the Ratcliffe App – All Users

- Access to the Ratcliffe App is a privilege, not a right. Users are responsible for their behaviour.
- Conditions of use are to be respected and any breach of the conditions of use may lead to withdrawal of a user's access. In some instances, such a breach could lead to criminal prosecution; in the case of staff it may be considered a disciplinary matter.
- The system should not be used in any way that might bring the good name of the College into disrepute.
- Staff, parents and students are expected to use the resources for the purposes for which they are intended.
- All users accept personal responsibility for reporting any misuse of the system to a teacher or to a member of the School staff.
- No user should access, create, transmit, display or publish any material, including images and data from the Ratcliffe App, which is likely to cause offence, inconvenience or needless anxiety to others.
- No user should create, transmit, display or publish any material, including images and data from the Ratcliffe App that might be considered defamatory.
- Staff, parents and students should not make unauthorised attempts to access data and resources on the Ratcliffe App by bypassing security or passwords protections.
- No user should take any action designed or likely to cause corruption or destruction of other users' data, or violate the privacy of others.
- Users should inform the College's Network Manager immediately if a security problem is identified. They should not demonstrate this problem to other users.
- Users should inform the College's Network Manager immediately if they appear to have access to content that is not authorised. They should not demonstrate this problem to other users.

## **Information Security**

This Policy is intended to minimise security risks. These risks might affect the integrity of Ratcliffe College data, the authorised Ratcliffe App user and the individuals to which the Ratcliffe App data pertains.

Information made available through the Ratcliffe App is confidential and protected by law under the Data Protection Act 2018 and GDPR.

- Users must not distribute or disclose any information obtained from the Ratcliffe App to any person(s) with the exception of the student to which the information relates or to other adults with parental responsibility for that student.
- Users should not attempt to access the Ratcliffe App in any environment where the security of the information contained in the Ratcliffe App may be placed.
- Users must not transfer information from the Ratcliffe App to any form of portable media such as pen drives or by electronic means such as e-mail without the express permission of the college.
- Users must always keep their individual user name and password confidential. These usernames and passwords should never be disclosed to anyone. Never use anyone else's username or password.
- If you think someone has learned your password then change it immediately if possible.

## **Denial of Access**

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.

Ratcliffe College reserves the right to revoke or deny access to the Ratcliffe App of any user under the following circumstances:

- If the validity of parental responsibility is questioned.
- A Court ruling preventing access to child or family members is issued.
- Where a user or users are found to be in breach of the Ratcliffe App Acceptable Use Policy.
- If any child protection concerns are raised or disputes occur the school will suspend access for all parties concerned pending investigation.
- If a user is identified as a security risk.