

Westcliff High School for Girls 'My Child at School' (MCAS) Usage Policy

This Policy applies wherever access to the Westcliff High School for Girls MCAS management system interface is provided. This policy applies whenever information is accessed through the Westcliff High School for Girls MCAS, whether the computer equipment used is owned by Westcliff High School for Girls or not. The policy applies to **all** those who make use of Westcliff High School for Girls' MCAS facility.

Ownership and Administration of this Policy

Westcliff High School for Girls owns and administers the policy.

BromCom is responsible for managing Internet technology for Westcliff High School for Girls, MCAS;

BromCom manages the technology in compliance with this Policy.

Objectives of Westcliff High School for Girls MCAS Usage Policy

Security

This Policy is intended to minimise security risks. These risks might affect the integrity of Westcliff High School for Girls' data, the Authorised MCAS User and the individuals to which the MCAS data pertains. In particular these risks arise from:

- The **intentional or unintentional** disclosure of login credentials to the Westcliff High School for Girls MCAS system by authorised users.
- The wrongful disclosure of private, sensitive, and confidential information;
- Exposure of Westcliff High School for Girls 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 MCAS system to further the communication and freedom of information between Westcliff High School for Girls and Parents\Guardians.

MCAS Usage Policy Rules

Authorised MCAS Users

Westcliff High School for Girls' MCAS 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 formally agrees to the terms of this Policy. The authorising member of school staff **must** confirm that there is a legitimate entitlement to access information for pupils the names of whom are on roll.

Personal Use

Information made available through the MCAS system is confidential and protected by law under the Data Protection Act. To that aim:

- Users must not distribute or disclose any information obtained from the MCAS 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 the MCAS system in any environment where the security of the information contained in the MCAS system may be placed at risk e.g. a cybercafé

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 user name and password confidential. These usernames and passwords should **never** be disclosed to anyone. Passwords and user names should never be shared.

Questions, Complaints and Appeals

MCAS users should address any complaints and enquiries about the MCAS system to Westcliff High School for Girls by email to: bromcom@whsg.info. We are unable to provide telephone support for this service.

Westcliff High School for Girls reserves the right to revoke or deny access to the MCAS system 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 to be in breach of the MCAS 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 MCAS access is not available, Westcliff High School for Girls will still make information available according to Data Protection Act (1998) law.

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

Access to Westcliff High School MCAS

By logging onto MCAS using the personalised access details provided it is implied that you agree to the following terms and conditions.

I have read and agree to the terms and conditions in the Acceptable Use Policy enclosed, I understand that agreeing to this policy includes, amongst other conditions, that:

1. I will not give the Westcliff High School for Girls School MCAS Parent/Carer username or password to anyone else.
2. I will not use any username or password other than the one issued to me.
3. I agree to access my account to view my child's Pupil Tracking reports and to acknowledge that I have viewed them, via the e-mail account published.
4. I agree to access my account regularly to maintain the Data Collection Sheet as required and submit any changes or amendments to the data stored in a timely manner.
5. I will respect copyright when downloading, printing or re-purposing content accessed using the Westcliff High School for Girls MCAS portal.
6. I will not make use of any images of Westcliff High School for Girls School staff or students or visitors accessed using the Westcliff High School for Girls School MCAS portal in any way.
7. I understand that printed reports will not be provided by the school but that Pupil Tracking reports may be printed from the MCAS portal by myself.
8. I will notify the school immediately if I believe there is a fault with the data provided.
9. I accept the school may withdraw this access at any time.
10. I am legally responsible for the student or students as submitted in my application data.