

Boston High School “EduLink One” Usage Policy

EduLink One provides a highly secure portal for access to the School’s SIMS database. This Policy is intended to minimise security risks as a result of its use by individuals. These risks might affect the integrity of SIMS data, authorised EduLink One Users and the individuals to which the management system information pertains.

In particular these risks arise from:

- The intentional or unintentional disclosure of EduLink One login credentials by authorised users. The wrongful disclosure of private, sensitive, and confidential information;
- Exposure of Boston High School to vicarious liability for information wrongfully disclosed by authorised users.

Data Access

This Policy aims to ensure all relevant aspects of data protection legislation. This Policy aims to promote best use of EduLink One to further the communication and freedom of information for Parents / Carers of those students at the School. It is therefore important that this data is kept secure.

Security

This Policy is intended to minimise security risks which might arise from:

- The intentional or unintentional disclosure of login credentials to the EduLink One authorised users;
- The wrongful disclosure of private, sensitive, and confidential information; hence exposing the School to liability for information wrongfully disclosed by authorised users.

Authorised EduLink One Users

EduLink One is provided for use only by persons who hold the legal parental responsibility for student(s) currently attending the school. Access is granted only on condition that the individual agrees to the terms of this Policy.

Personal Use

Information made available through EduLink One is confidential and protected by law under the Data Protection Act 2018. Users must not distribute or disclose any information obtained 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 EduLink One in any environment where the security of the information contained in EduLink One may be placed at risk e.g. on a public Wi-Fi network. It is the user’s responsibility to ensure that the data is correct and to notify the School of any errors / changes in circumstance.

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. You may change your password from the one originally issued by the school, however when choosing a new password, the following rules must be followed:

- Passwords must be at least 8 characters in length;
- Passwords must contain a mixture of character types (uppercase, lowercase, numbers, symbols);
- Passwords must not be easily associated with you, e.g. a pet or child’s name.

Device Security

The device that you use to access EduLink One must have a form of security enabled that prevents unauthorised users from accessing to the device. For example on a laptop this might be a password, on a

phone or tablet this may be a lock screen that is protected by a PIN code, pattern, password, fingerprint or facial recognition.

Questions, Complaints and Appeals

Any enquiries about EduLink One should be sent via email to edulinkone@bostonhighschool.co.uk

Boston High School reserves the right to revoke or deny access to EduLink One to any individuals 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 EduLink One usage policy.

If any child protection concerns are raised or disputes occur the school will revoke access for all parties concerned pending investigation.