



LANGLEY PARK SCHOOL FOR BOYS

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Headteacher - Mr S Parsons MA NPQH

VLE Access Policy

The purpose of this policy is to ensure that data held on the school's Virtual Learning Environment (VLE) and associated systems is kept secure and confidential in accordance with the Data Protection Act 1998.

Access to the VLE is restricted to authorised users only, accessing the system for authorised uses only. Access by any other person or for any other reason may constitute an offence under the Computer Misuse Act 1990, the Data Protection Act 1998 and/or other legislation.

Authorised users of the school's VLE should be aware of the confidential nature of the data stored. Authorised users have access to pupils' attendance data, and in the future their assessment data. In order to protect the confidentiality of this sensitive information any authorised users accessing the VLE agree to the following:

1. An extract from The Data Protection Act states:
 - Personal data held for any purpose or purposes shall not be used or disclosed in any manner incompatible with that purpose; and
 - Appropriate security measures shall be taken against unauthorised access to, or alteration, disclosure or destruction of, personal data and against accidental loss or destruction of personal data.
2. Authorised users will not share their login details with anyone, nor leave them where they can easily be found.
3. Authorised users will contact the School immediately if they believe anyone else may have discovered their login details, or if they no longer require access to the VLE.
4. The School reserves absolutely the right to withdraw VLE access at any time and with or without reason to any or all users including parents and carers.

Access to the VLE is given on the understanding that authorised users will observe the above principles, which are designed to safeguard student information whilst providing parents with greater access to up-to-date information regarding the progress of your son or daughter at this School.

BY USING A USERNAME AND PASSWORD TO ACCESS THE VLE YOU AGREE TO THE ABOVE CONDITIONS.

eSafety Co-ordinator

7 December 2009