

January 2010

Parental Engagement Portal (PEP) Usage Policy

This policy aims to promote best use of the Parental Engagement Portal (PEP) to further the communication and freedom of information between The Judd School, its staff and parents / guardians and carers. It applies to all users of the PEP, whenever information is accessed through the PEP, whether the computer equipment used is owned by The Judd School or not, and aims to ensure all relevant aspects of the Data Protection Act (1998) and Fair Processing Policy are adhered to.

Security

This Policy is intended to minimise security risks which might affect the integrity of The Judd School data, the Authorised PEP User and the individuals to which the PEP data pertains. In particular these risks arise from:

- the intentional or unintentional disclosure of login credentials to the PEP system by authorised users
- The wrongful disclosure of private, sensitive, and confidential information
- Exposure of The Judd School to vicarious liability for information wrongfully disclosed by authorised users

Authorised PEP Users

- The Judd School PEP system is provided for use only by persons who are legally responsible for pupil(s) currently attending the School.
- By using the PEP you are agreeing to the terms of this policy.

Personal Use

Information made available through the PEP system is confidential and protected by law under the Data Protection Act 1998. To that end:

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

Password Policy

You must assume personal responsibility for your username and password and keep it confidential. Never use anyone else's username or password. The e-portal password can be changed at will and in order to maintain security, the following rules should be followed:

- Passwords must be at least 6 characters (a-z, 0-9) in length
- Passwords must not be similar to your own name or username or child's name.

Questions, Complaints and Appeals

PEP users should address any complaints or enquiries about the PEP system by email to frog@judd.kent.sch.uk or telephone 01732 770880

If any child protection concerns are raised or disputes occur the School will revoke access for all parties concerned pending investigation. The School retains the right to remove PEP access at anytime.