

Parents Acceptable Use Policy

This policy applies to all users of Northampton Academy's Insight Online Reporting System.

Insight is provided for use only by persons who are legally responsible for a pupil or pupils who are attending Northampton Academy. Access is granted only on condition that the individual agrees to the terms of the Policy. Logging in to Insight assumes acceptance and agreement with the AUP. The authorising member of the school staff must confirm that there is a legitimate entitlement to access information for pupils as recorded on the Academy MIS (SIMS).

Information made available on Insight is confidential and protected by law under the Data Protection Act 1998. To that aim:

- Users must not distribute or disclose any information obtained from Insight to any person(s) with the exception of the student to which the information relates or to other adults with parental responsibility for the student.
- Users should not attempt to access Insight in any environment where the security of the information contained therein may be placed at risk e.g. a cybercafé or an unprotected wireless network.

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 username and password confidential. These usernames and passwords must never be disclosed to anyone. Passwords and usernames should never be shared.

Northampton Academy reserves the right to revoke or deny access to Insight for any individual under the following circumstances:

- The validity of parental responsibility is questioned.
- A court ruling preventing access to child or family members is used.
- Users found to be in breach of the Usage Policy.

If any child protection concerns are raised or disputes occur the Academy may revoke access for all or some parties pending investigation and advice given by the Local Authority concerned.

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.

Please note: Where access to Insight is not available, Northampton Academy will still make information available according to the Data Protection Act (1998).

Any queries or complaints about the use of the Insight should be emailed to northampton-ittechnicians@northampton-academy.org or phone 01604 402811.

Access to Insight

In order to manage the potential complexities of who will have access to our online reporting service we have been guided by the latest government guidance. Our aim, wherever possible, is that all parents, as defined below, be given the opportunity to access our online reporting service.

Section 576 of the Education Act 1996 defines 'parent' as

- all natural (biological) parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person.

Parental responsibility

Having parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parents can acquire parental responsibility through

- being granted a residence order
- being appointed a guardian
- being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare)
- adopting a child.

In addition, an LA can acquire parental responsibility if it is named in the care order for a child. The DfEE guidance also states: "School and Local Authority staff must treat all parents equally, unless there is a court order limiting an individual's exercise of parental responsibility."

In the first instance we are offering our online reporting service to all parents with whom the child is resident and are registered on SIMS as the priority 1 parent. In order to manage the service effectively, it would be helpful if we only had to issue one log-in and password if both parents reside in the same home. Were a second parent is also the priority 1 parent they will also receive a log in.

Subsequently, we may offer the service to any non-resident parents who we were given details of on the child's admission to our school and are currently included on the child's school record. Paper reports will still be sent via the post. If there has been a court order limiting an individual's exercise of parental responsibility since your child's admission to the school, please can you inform us of this so that we do not offer this service to that person. Also, if there is a non-resident parent who is not on our records who you believe would like to have access to this service, please can you let us know.

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