Sligo Grammar School

VSware Access and Usage Policy

VSware is a cloud and mobile based school administration platform – which handles all core school data from attendance, assessments, and behaviour to the mandatory September and P-POD returns.

Introduction

This policy applies wherever the Sligo Grammar School VSware Management System interface is accessed. It applies to all users.

This policy aims to ensure all relevant aspects of the Data Protection Act 1998 and subsequent amendments are adhered to.

Objective of Sligo Grammar School VSware Usage Policy

1. To enable management, administration, teaching staff and special education needs staff to use an electronic database to fulfil Department of Education & Skills requirements.
2. To promote school policies and National Education Welfare Board requirements.
3. To facilitate record-keeping.
4. To enable authorized users to communicate and share student data.
5. To ensure security risks to data are minimized.
6. To avoid disclosure of data of a private, sensitive and confidential nature.

Authorised VSware Users

- Management, teaching staff (including special educational needs staff) and administrative staff are provided with access to Sligo Grammar School VSware system.
- Authorisation is provided to Users on the condition that the terms of this policy are adhered to.

Conditions of Use

- Users are provided with a username and password which is for their sole use. Users must only log on with their own details.

- Users must ensure that their password is secure by changing it from the one allocated to one at least 8 characters long and include has both numbers and letters.   Upper and lowercase letters must be used.

- Passwords must never be stored on any machine. Passwords must be changed if there is any possibility of their being compromised. The administrators will have access to passwords of users.

- Users must log out at the end of sessions and before leaving the computer.

- Sligo Grammar School VSware system must never be used where the information being obtained could be at risk – e.g. on public computers or in a non-secure wi-fi hotspot.

- Pupils must never be given access to Sligo Grammar School VSware.

- Information which is available on VSware must never be shared with non authorized personnel apart from the pupil to whom it refers or their parents / guardians.

- Any errors noted should be brought to the attention of the administrators.

Users are liable for any potential misuse of the system and / or breach of the Data Protection Acts that may occur as a result of failing to adhere to the terms of this policy.

This policy will be reviewed and updated as is required as the use of VSware is expanded or as is required by either legislation or the Department of Education and Science

2012
Reviewed and ratified 18.11.2013
Reviewed and ratified 9/11/2015

Policy Reviewed and updated by Board of Management: ____21st January 2019___

Signed _____   Date _____
      Chairperson, Board of Management

Signed _____   Date _____
      Principal

Due for next review: _____