LEITHS EDUCATION

Portal Terms of Use

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Portal Terms of Use

1. Introduction

This document sets out the measures to be taken by all Leiths Education school teachers and students when accessing the Leiths Education Portal.

2. Definitions

"Password - teacher"	means a password set by the User to access the course resources and marking record.
"Password – student"	means a password set by the User to access the course resources and upload coursework and evidence
"Portal "	means the IT system designed and operated by Leiths Eduation to deliver course resources and record student coursework and progress
"Portal Security Breach"	means any incident involving the unauthorised access to the Portal
"IT Systems"	means desktop and laptop computers, mobile devices, servers, networking equipment and other infrastructure, computing environment, and any and all other relevant equipment;
"Personal Data Breach"	means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored, or otherwise processed;
"User"	means subject teacher, technician or student associated with a Leiths Education course and requiring access as part of the course;
"User Account"	means the login details and account assigned to a User for access to and use of the Portal in accordance with this Policy; and
"User Password"	means the password for a User Account.

3. Scope and Key Principles

3.1 This Policy applies to all subject teachers and technicians involved in the delivery of a Leiths Education course and students enrolled on a Leiths Education course where authorised to use the Leiths Eduacation Portal. All Users must ensure that they are familiar with this Policy and must adhere to and comply with it at all times.

3.2 All Users must use the IT Systems only within the bounds of UK law and must not use the IT Systems for any purpose or activity which is likely to contravene any UK law whether now or in the future in force.

3.3 All IT Systems are to be protected against unauthorised access.

3.4 This Policy outlines how User Accounts and access privileges to the Portal are to be created, managed, and removed, as required. User Accounts and access privileges shall be determined and granted in accordance with this Policy and shall be reviewed and, if necessary, revoked.

3.5 Access privileges for the Portal shall be determined on the basis of course requirements so Users shall be provided only with the minimum levels of access to the Portal to perform their job role or engage with their course effectively.

3.6 This Policy also sets out controls designed to prevent Users from obtaining unauthorised access or privileges.

3.7 All data stored on the Portal shall be available only to those Users with a legitimate need for access.

3.8 All data stored on the Portal shall be protected against unauthorised access and/or processing.

4. Electronic Access Control

4.1 As stated above in paragraph 3.5, access privileges for the Portal shall be determined on the basis of Users' levels of authority to perform their job role or engage with their course. Users shall not be granted access to any areas of the Portal or electronic data which are not reasonably required for the fulfilment of their job roles or course requirements.

4.2 The Leiths Education Services Manager shall implement User Account management procedures for the registration, modification, and revocation (temporary and permanent) of User Accounts on the Portal.

4.3 Where any User Account is not used for a period of 1 academic term, unless previously agreed in writing between the User concerned and the Leiths Education Services Manager, that User Account shall be made inactive for a period of 1 academic term prior to deletion unless reactivation or other authorised access is required].

4.4 Where any User ceases to have a relationship with Leiths Education, whether as a subject teacher, technician or as a student on completion of their course of study, that User's User Account shall be deleted at the end of the academic year.

4.5 All User Accounts (including inactive and/or redundant User Accounts) shall be reviewed on a termly basis by the Leiths Education Services Manager in order to determine:

a) whether access privileges for each User are appropriate or should be modified;

b) whether any User Account should be suspended;

c) whether any suspended User Account should be re-activated; and

d) whether any suspended, inactive, and/or redundant User Accounts should be deleted.

4.6 Where any User Account is created, modified, suspended, re-activated, or identified as inactive and/or redundant, the action should be logged on the portal within the admin area.

5. Password and Device Security

5.1 All IT Systems (and in particular mobile devices including, but not limited to, laptops, tablets, and smartphones) shall be protected with a secure password or passcode, or such other form of secure log-in system.

5.2 All User Passwords must, where the software, computer, or device allows:

a) be at least 8 characters long, and maximum of 15 characters;

b) contain a combination of at least 1 capital letter, 1 lowercase letter, 1 number and one symbol and must NOT contain a space;

c) be changed at least every 90 days (password changes shall be software-enforced where possible);

d) be different from [the] OR [any] previous password;

e) not be obvious or easily guessed (e.g., birthdays or other memorable dates, memorable names, events, or places etc.); and

f) be created by individual Users.

5.3 User Passwords should be kept secret. Under no circumstances should a User share their User Password with anyone. No User will be legitimately asked for their User Password by anyone at any time and any such request should be refused. If a User has reason to believe that another individual has obtained their User Password, they should change it immediately.

5.4 If a User forgets their User Password, [they may reset it by following the ‘forogt password’ link on the portal login area. Alternatively,] the forgotten User Password should be reported to the Leiths Education Services Manager who will take the necessary steps to restore the User’s access to the Portal which may include the issuing of a temporary User Password. A new User Password must be set up by the User immediately upon the restoration of access to the Portal.

5.5 Passwords should not be written down if it is possible to remember them. If a password is not easy to remember, it should be stored securely (e.g., in a secure password app or database.

6. Reporting Portal Security Breaches

6.1 All concerns, questions, suspected or known Portal Security Breaches, shall be referred immediately to Leiths Education Services Manager.

6.2 Upon receiving a question or notification of a Portal Security Breach, the Leiths Education Services Manager will within 72 hours, contact the Portal host company

Elemental Concepts assess the issue including, but not limited to, the level of risk associated therewith, and shall take any and all such steps deems necessary to respond.

6.3 All Portal Security Breaches, whether remedied by the Leiths Education Services Manager or Elemental Concepts will be documented.

7. Policy Review

The Company shall review this Policy not less than 12 months and otherwise as required in order to ensure that it remains up-to-date and fit for purpose. All questions, concerns, and other feedback relating to this Policy should be communicated to the Leiths Education Services Manager.

8. Implementation of Policy

This Policy shall be deemed effective as of 1st September 2024. No part of this Policy shall have retroactive effect and shall thus apply only to matters occurring on or after this date.