



MILK Usage Policy – Parent/Carer Agreement

Your access to Granville Sports College’s MILK system is provided on the basis that you are legally responsible for a child who is currently attending the school. Access is granted on the condition that you agree to the terms of this policy.

Personal Use

Information made available through the MILK system is confidential and protected by law under the Data Protection Act 1998. Therefore:

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

Password Policy

You have personal responsibility for your username and password. You must never use anyone else’s username or password. You must always keep your individual username and password confidential. These usernames and passwords should **never** be disclosed to anyone. Passwords and usernames should never be shared.

Granville Sports College reserves the right to stop or deny access to the MILK system of any individual under the following circumstances:

- The validity of parental responsibility is questioned
- A court ruling is issued preventing access to the child or family members
- Users are found to be in breach of the MILK usage policy

If any child protection concerns are raised or disputes occur the school will stop access for all parties concerned, pending the investigation.

Please note: Where MILK access is not available to a parent Granville Sports College will still make information available according to the Data Protection Act (1998).

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.

By signing below, you agree that you have read and accept the conditions in this MILK Usage Policy.

Please add the name(s) of your child(ren) at the bottom of this page

Return this document to Mrs Parry in the Data Office.

Name (Print) (Parent/Carer)

Signature Date

Email address

Full name(s) of child(ren) at Granville Sports College:

Name:.....Year:.....

Name:.....Year:.....

Name:.....Year:.....