

Conditions of Use

When you apply for an Education Sector User Account to enable access to Education services online you agree to the following conditions:

You will follow the relevant security policies when using each service online.
You will take reasonable steps to prevent misuse or unauthorised access to the services.
You will ensure any computer you use to access the service has antivirus software installed.

You agree to the collection of information about how you use the services and will provide further information if requested. All information you provide will be correct and complete.

You have an important role to play in the secure use of online services. You are responsible for your own behaviour when accessing online services. The following outlines rules and recommendations for online service use, password construction and management and challenge response guidelines.

General Use

You have the right to see information that we have about you and to ask us to correct any errors.
Any information we hold will be kept secure. It will not be disclosed to any person or organisation without your authority, unless we are required or authorised to do so by law.
You must not send frivolous, obscene or defamatory messages.
You must not look at, change, delete or tamper with files or programmes that you are not authorised to access.

Passwords

A password for an Education Sector User Account must:
Have a minimum of 7 characters,
Contain 3 of the following – Lowercase, Uppercase, Digits, Punctuation, or Special character,
Be changed regularly,
Be easily remembered, but difficult to guess (do not include your personal name).

Challenge Responses

The first time you logon to Education Sector online services you are required to set challenge response questions and answers. Challenge responses allow you to change your own password online should you forget it, without having to contact the MoE Contact Centre.

You must not:

Share your Education Sector User name or password with another person.
Let another person use your Education Sector User account.
Reveal your challenge response answers to any other person.

Breach of Conditions of Use

Any breach of the Education Sector conditions of use will be dealt with by the appropriate Education Agency. Access to online services will normally be revoked during this investigative period and each incident will be considered on a case-by-case basis.