SchoolNotes — Website & App Policy
Version: 1.0 • Date: 20 Sep 2025

Online Tools: https://app.schoolnotes.org.uk/

1. Overview
SchoolNotes is a private, offline-first web application for staff to record incidents, pupil notes, parent/carer messages, pupil self-reflection, and trip health & safety assessments. It runs entirely in the browser and produces PDFs for filing within the school's systems.

2. Who is this for?
This tool is for school staff use only. It is not intended for pupil self-submissions or public reporting.

3. Data controller & hosting
The school remains the Data Controller for records created with SchoolNotes. The website is hosted on Cloudflare Pages. The app itself does not send pupil data to any server. Standard web hosting access logs (e.g., IP address, user-agent) may be processed by the hosting provider for security and performance.

4. What data the app stores
- Local drafts: Temporarily stored in the browser's local storage on the device. Not transmitted to the server.
- Exports: PDFs are generated on the device and saved by staff to the school's approved locations or sent using the school's email systems.

5. Cookies & analytics
- No tracking cookies or third-party analytics are used. A small service worker may cache files to enable offline use; it does not transmit user input.

6. Legal basis & UK GDPR alignment
- Legal basis: Public task/legitimate interests to maintain safeguarding and behaviour records.
- Purpose limitation: Incident, welfare, and trip-related record keeping.
- Data minimisation: Forms collect only what is necessary; drafts can be deleted.
- Storage limitation: Drafts remain local; exported PDFs follow the school's retention schedule.
- Integrity & confidentiality: Site served over HTTPS (TLS). Recommend devices passcodes/MDM and restricted drive permissions for stored PDFs.

7. Retention & deletion
- Drafts: staff may delete local drafts at any time (especially on shared devices).
- PDFs: retained according to the school's Records Management Policy (e.g.,behaviour/safeguarding retention schedule).

8. Security notes
- Always access via HTTPS: https://app.schoolnotes.org.uk/
- Install as a PWA for offline use on staff devices only.
- Protect devices with passcodes and screen locks; avoid leaving devices unattended while forms are open.
- Do not store PDFs on personal devices or unapproved cloud services.

9. Accessibility & support
- The app aims to follow accessible design practices and runs on modern browsers (Chrome, Edge, Safari). For issues or adjustments, please contact the school lead listed below.

10. Contact
Design lead: Louise J Chung - Contact here. For data protection questions, contact the school's Data Protection Officer (DPO).

11. Changes to this policy
This policy may be updated to reflect changes in practice or regulation. The current version will be bundled with the staff manual.