

SIMS Learning Gateway



For Parents & Carers

As part of our plans to keep parents and carers informed about our students we have introduced a parents' portal to our school Learning Gateway. If you have access to the internet and a personal e-mail account, this allows you to log on from home and see details of your children's progress on a day to day basis.

28		
am	<input checked="" type="checkbox"/>	Art and De
	<input checked="" type="checkbox"/>	History
	<input checked="" type="checkbox"/>	History
pm	<input checked="" type="checkbox"/>	History
	<input checked="" type="checkbox"/>	Art and De
29		
am	<input checked="" type="checkbox"/>	PSE
	<input type="checkbox"/>	Science
	<input checked="" type="checkbox"/>	English
pm	<input checked="" type="checkbox"/>	Mathematic
	<input checked="" type="checkbox"/>	Info Tech

At the moment you can find out details of attendance, punctuality, behaviour issues and positive achievement points. You can ensure that key information retained by the school (e.g. contact details) are correct and see what

lessons your child has everyday in their online timetable.

We are hoping to increase this soon so that you can access their attainment grades and targets and to see their annual reports online.

For further details please complete the slip enclosed with this booklet and return to Mr Gallagher (Assistant Headteacher). You will then be sent an email with your logon details and a user manual. If you would like another copy, the slip can also be found on the school website, please check the 'letters home' page of the school website.

Please read and retain this booklet which contains the school's Statement of Policy for Acceptable Use of the SIMS Learning Gateway.



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A Statement of Policy for Acceptable Use of the SIMS Learning Gateway

Earlsheaton Technology College is committed to enhancing teaching and learning at every opportunity. As part of this drive parents are offered access to the School's Information Management System (Sims) online via the Sims Learning Gateway (SLG). Also every member of the school community is given access to online resources for educational purposes and for any legal activities consistent with the rules of the school.

Sims Learning Gateway Usage Policy

This Policy applies wherever access to the Earlsheaton Technology College SLG management system interface is provided. This policy applies whenever information is accessed through the Earlsheaton Technology College SLG, whether the computer equipment used is owned by Earlsheaton Technology College or not. The policy applies to all those who make use of Earlsheaton Technology College's SLG Service.

Ownership and Administration of this Policy

Earlsheaton Technology College owns and administers the policy.

Objectives of Earlsheaton Technology College SLG Usage Policy

Security

This Policy is intended to minimise security risks. These risks might affect the integrity of Earlsheaton Technology College's data, the Authorised SLG User and the individuals to which the SLG data pertains. In particular these risks arise from:

- The intentional or unintentional disclosure of login credentials to the Earlsheaton Technology College SLG system by authorised users.
- The wrongful disclosure of private, sensitive, and confidential information.
- Exposure of Earlsheaton Technology College to vicarious liability for information wrongfully disclosed by authorised users.

Data Access

This Policy aims to ensure all relevant aspects of the Data Protection Act (1998) and Fair Processing Policy are adhered to.

This Policy aims to:

- Promote best use of the SLG system to further the communication and freedom of information between Earlsheaton Technology College and Parents/Carers and Pupils.
- Promote best use of the SLG system to allow Earlsheaton Technology College staff access to data they are authorised to access.

SLG Usage Policy Rules

Authorised SLG Users

Earlsheaton Technology College's SLG system is provided for use only by persons who are in one of the following categories:

- Legally responsible for pupil(s) currently attending the school.
- A pupil registered at the school.
- A member of staff authorised to access data held in Sims.

Access is granted only on condition that the individual formally agrees to the terms of this Policy.

The authorising member of school staff must confirm that there is a legitimate entitlement to access information about pupils; the names of whom must be stated on the SLG Parental Access Letter Reply Slip.

A copy of the Reply Slip will be held by the school for audit purposes.

Requests for Access to the SLG system must be made to Earlsheaton Technology College using the SLG Parental Access Reply Slip.

Personal Use

Information made available through the SLG system is confidential and protected by law under the Data Protection Act 1998. To that aim:

- Users must not distribute or disclose any information obtained from the SLG system to any person(s) with the exception of the pupil to which the information relates or to other adults with parental responsibility for the said pupil or to a member of the School staff who has a legitimate reason to access the information.
- Users must not attempt to access the SLG system in any environment where the security of the information contained in the SLG system may be placed at risk e.g. a cybercafé, a train.

Password Policy

Users must assume personal responsibility for their username and password. Users must never use anyone else's username or password.

Users must always keep their individual user name and password confidential. These usernames and passwords must never be disclosed to anyone. Passwords and user names should never be shared.

Users will be asked to change the SLG password from the one originally issued by the school, the following rules must be followed:

- Passwords must be at least 6 characters (a-z, 0-9) in length
- Passwords must contain at least 1 number (0-9) and 1 upper case character
- Passwords must not be similar to one's own name or username

A Few Important Points

Please note the following important information about your using the Learning Gateway and the data that you will be able to access:-

- Only parents/carers with 'parental responsibility control' for a particular child are entitled to a SIMS Learning Gateway account for that child's data. Parents without parental responsibility control are not allowed accounts and are not receiving this booklet.
- Only you (as the parent/carer of a child) your child and authorised school staff can access this data. A parent/carer cannot see any contact information (e.g. home address, phone number, e-mail address etc) about another parent/carer or any other child.
- Your data and that of all children is managed by the school and is held securely on servers at the school. We take the security of this data very seriously and all sensible measures have been taken to safeguard this information.
- When you connect to SIMS Learning Gateway, data is transmitted across the Internet securely using security encryption.
- You will be able to change your password at any time to maintain the security of your account.

