

**Cheney School**  
**SIMS Learning Gateway**  
**Parents Acceptable Use Policy**



**Your Learning Gateway account will become active once the school receives your signed Acceptable Use Policy/User Guidelines, as outlined below.**

**PLEASE KEEP A COPY FOR YOUR RECORDS**

1. Parents will have access to the following data about their child:
  - Attendance
  - Achievement
  - Behaviour
  - Timetable
  - Special Educational Needs (if appropriate)
  - Reports
2. A username and password are required to logon to the Learning Gateway. These details must not be shared with anyone (including students). Parents should not set their browsers to automatically login to the Learning Gateway or to remember their Learning Gateway password.
3. A username and a password will be provided when the school has received a signed copy of the Acceptable Use Policy.
4. Parents may change their password at any time after logging into the Learning Gateway.
5. Parents must not attempt to alter or destroy data relating to their own children, another user or the school.
6. Parents must not use the Learning Gateway for any illegal activity, including violation of the Data Protection Act.
7. Parents must not access data or any account that is not assigned to them.
8. The school reserves the right to revoke an individual's access at any time for inappropriate use of the Learning Gateway. Inappropriate use includes, but is not limited to, the use of inappropriate or offensive language, the introduction of material which is considered unsuitable or attempting to deliberately introduce computer viruses onto the school system.
9. Violation of the terms of this Acceptable Use Policy will lead to access being withdrawn. In the case of a serious violation that infringes the law, the police will be informed.

**PLEASE REVIEW THE USER GUIDELINES OVERLEAF BEFORE SIGNING THIS DOCUMENT**

**LEARNING GATEWAY USER GUIDELINES:**

- Do not let anyone else (including the relevant student) have access to your username and password
- Do not set your browser to remember your username and password
- Remember to logout of Learning Gateway and close your **Internet** Browser each time you finish a session.

**PLEASE LIST BELOW ALL THE STUDENTS AT SCHOOL FOR WHOM YOU HAVE PARENTAL RESPONSIBILITY**

Name	Date of Birth
_____	_____
_____	_____
_____	_____
_____	_____

**PLEASE LIST YOUR CURRENT EMAIL ADDRESS BELOW:**


**DECLARATION:**

I have read the Learning Gateway Parents' Acceptable Use Policy, including the user guidelines, and I agree to abide by and support these rules. I understand that if I violate any terms of this Acceptable Use Policy, that I may lose my privileges to use the Learning Gateway.

Parent Name: \_\_\_\_\_

Signature:

Date:

**FOR SCHOOL USE ONLY:**

Date Received: \_\_\_\_\_ ICT Manager: \_\_\_\_\_

**PLEASE RETURN THE SIGNED ACCEPTABLE USE POLICY TO THE SCHOOL – YOUR USERNAME AND PASSWORD WILL THEN BE EMAILED/POSTED TO YOU**