

## Cheney School

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### Head

Jolie Kirby, BA, NPQH

*Think for yourself, act for others*

## Mrs J Kirby, Headteacher

27 June 2016

Dear Parents/Carers

### SIMS Learning Gateway

I am writing to provide you with your username to access SIMS Learning Gateway (SLG). This new online service allows you to see up-to-date information on your child(ren)'s school record.

You will be able to access data on your child(ren)'s attendance, achievement, behaviour, timetable, school reports and, if appropriate, Special Educational Needs. As well as this, you will see your contact details which will ensure that key information retained by the school is correct.\*

To enable us to issue you with your secure password please read, accept (by signing) and return the enclosed Acceptable User Policy (AUP) either as a hard copy to our main reception or if you have an electronic signature please email the form to [communications@cheney.oxon.sch.uk](mailto:communications@cheney.oxon.sch.uk). We aim to issue passwords within 10 days of receipt of your signed document. For parents/carers of new students starting in September, passwords will be issued at the beginning of the new term. Please call Mrs Greenaway on 755204 or email [communications@cheney.oxon.sch.uk](mailto:communications@cheney.oxon.sch.uk) if you do not receive a further letter with your password in that time.

The following is important information about your online account and the data that you will be able to access:

- Only Parents or Carers with 'parental responsibility' for a student(s) are entitled to a SIMS Learning Gateway account for that child(ren)'s data. Parents without parental control are not allowed accounts and are not receiving this letter.
- Only you (as the parent/carer of a child(ren), your child(ren) and authorised school staff can access this data about your child(ren). A parent or carer cannot see any contact information (e.g. home address, phone number, email address etc) about another parent, carer or students.
- Your data and that of all children is managed by the school and is held securely on servers at our hosted provider. 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 will to maintain the security of your account.

Please kindly read and return the enclosed AUP so that we can set up your personal account, at which point we will also provide you with guidance on your first access.

Yours sincerely

Mrs J Kirby

\* Please ensure your current contact email address is listed on the attached AUP.

**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 anytime 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

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**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**