



# BISHOP CHALLONER CATHOLIC COLLEGE

## Bishop Challoner Catholic College SLG Parent Agreement

Only Parents authorised by Bishop Challoner Catholic College may use the SIMS Learning Gateway (SLG).

The SLG is available to all parents of students attending Bishop Challoner Catholic College as approved by the Headteacher.

Users of SLG are responsible for ensuring it is used in a secure way.

All users must comply with the following provisions:

- SLG Parent Users must ensure that unauthorised users are not allowed to access Bishop Challoner Catholic College student information.
- Users must select a password that complies with the SLG minimum standards and is kept confidential at all times.
- Users must take all reasonable steps to make sure that their machine is physically secure when logged in (e.g. do not leave a machine unattended without activating a password protected screen saver).
- All parents are required to inform Bishop Challoner Catholic College if they no longer require the service.
- All users are required to conform to the Data Protection Policy of Bishop Challoner Catholic College (found under the 'Policies' section of the School's website).
- Any users found to have violated this policy will have their SLG access revoked and further action may be taken. Bishop Challoner Catholic College reserves the right to withdraw SLG access privileges at any time with no reason given.

### SLG - ACCEPTABLE USER POLICY

- All users must understand that data protection policy requires that any information seen by them with regard to pupil information, held within the school's information management system (SIMS), must be kept private and confidential EXCEPT when it is deemed necessary that they are required by law to disclose such information to an appropriate authority
- All users must agree that they will not compromise confidentiality by logging on to SLG in public places where unauthorised persons might see the screen.
- All users must agree to keep their log-on username and password private and must not leave them where others can find them.
- All users must agree to always log off when they have finished working or are leaving the computer unattended.

I have read, understood and agree to abide by the above terms and conditions.

Student Name:		Form
Name	Signature:	
Date:	e-mail address:	

Reviewed November 2017

Awaiting ratification

Next Review November 2018