

Parent/Carer SIMS Learning Gateway Acceptable Use Policy

SIMs Learning Gateway (SLG) allows you, as parent/carer, to view key information about your son/daughter. The information that you have access to may be sensitive and/or personal and therefore we ask you to adhere to the following guidance in order to protect your son/daughter(s) information:

- Parents/carers will not share their password with anyone;
- Parents/carers will use a strong password. Please see password guidance section below;
- Parents/carers will not attempt to **amend or delete** data of their own children, another user or the school;
- Parents/carers will not use SLG for any illegal activity, including the violation of data privacy laws;
- Parents/carers will not publish information taken from SLG elsewhere without permission;
- Parents/carers will not access data or any account owned by another user;
- Parents/carers who identify a security problem with SLG must notify King Charles I School immediately, without demonstrating the problem to anyone else.

Password guidance

In order to ensure that your account remains secure your password must be a “strong” password, including at least eight characters, at least one symbol, at least one number, at least one lower case letter and at least one upper case letter. An example of a “strong” password would be **C0mb\$rt*n**. If you have particular problems remembering passwords, one strategy is to choose a memorable phrase/word then substitute numbers and symbols for letters - e.g. **K1ngCh4r!35**. If you use a similar password when an old one expires, you must completely change the password after three changes. e.g. **K1ngCh4r!35.01** could be changed to **K1ngCh4r!35.02** and then **K1ngCh4r!35.03** but the “**K1ngCh4r!35**” section would have to be replaced on the fourth change.

Further advice

- Always log out, or “lock” the screen when leaving your computer unattended.
- Don’t write passwords down or leave them near the computer;
- Don’t save passwords in web browsers;
- Don’t ever email your password or use it in an instant message;
- Always turn off your computer using the “Shut Down” option;
- Be aware of people watching you as you enter passwords or view sensitive information;
- Don’t use unsecured public wireless hotspots.

SIMs Learning Gateway is only available to the primary custodial parent/carer of a student enrolled at King Charles I School and we reserve the right to withhold access to SLG.

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Reply slip - To be returned to your son/daughter’s form tutor by (date) or e-mail your reply to Mrs Hardy (our ‘Administration Manager’) at office@kingcharles1.worcs.sch.uk.

SIMS Learning Gateway (SLG)

Son/daughter name(s) attending King Charles I School:

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I have read the SLG, as outlined above, and I agree to abide by and support these rules. I understand that if I violate any terms of the Acceptable Use Policy that I may lose my privilege to use SLG.

I confirm that I am the legal parent or carer of the student(s) named above and am not prevented by court order or other legal means from contact with the above.

Parent/Carer: (Printed name)

Parent/Carer: (Signature)Date: