

## THE CHERWELL SCHOOL: SIMS LEARNING GATEWAY PARENTS / CARERS ACCEPTABLE USE POLICY

**Your Learning Gateway account is activated the first time you log on. By logging on, you are agreeing to abide by the terms and conditions of this Acceptable Use Policy.**

### PLEASE KEEP A COPY FOR YOUR RECORDS

1. Parents will have access to the following data about their child:
  - Attendance
  - Achievement
  - Progress
  - Timetable
  - Special Educational Needs (if appropriate)
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 remember their Learning Gateway password.
3. Parents may change their password at any time after logging into the Learning Gateway.
4. Parents should contact Emma Saunders, Network Manager through [esaunders@cherwell.oxon.sch.uk](mailto:esaunders@cherwell.oxon.sch.uk) if they forget their password or their account is disabled.
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.

### 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.