



St Nicholas Catholic High School

A Business and Enterprise College

Headteacher: Mr R. Woods, BA (Hons), PGCE, NPQH
Under the Trusteeship of the
R.C. Diocese of Shrewsbury

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12/09/17

Dear Parent / Carer

Our parental portal is up and running. This is an online system that allows parents / carers access to information about their children currently at the school, such as:

- Attendance
- Achievement
- Homework set
- Letters
- Relevant school information and much more.

In order to access the system you will need to be issued with a username and password. Before we issue the username and password it is a requirement of the school that parents / carers sign an acceptable usage policy document, which outlines rules that must be adhered to when using the system, see below.

Please read through the acceptable usage policy, sign and return to the school office. If you do not have access to a printer, hard copies of the acceptable usage policy document can be collected from the school office.

Please note that if both parents / carers require their own username and password for the system then they will both need to sign the form. When the signed form is returned to the school office the username and password will be issued.

A guide to using the basic features of the system can be downloaded from the letters section of the school website. To access navigate to <http://www.st-nicholas.cheshire.sch.uk> click on "News" on the main menu and then choose "Letter to Parents" and scroll to the "Whole School" section.

If you require any further information or clarification please do not hesitate to contact me at the school.

Kind regards,

Mr I M Hanson
Leader of eLearning





Parent Portal Acceptable Use Policy (AUP)

Our Parent Portal is a system that will allow you to access information about your child/children while they attend St Nicholas Catholic High School. This is a secure system which will require Parents / Carers to login in order to access the information.

Each Parent / Carer will be issued with their own unique username and password. Before the usernames and passwords are issued all Parents / Carers are required to read, sign and return this AUP to school to confirm you agree to abide by the rules set out below.

This policy remains in effect for your first and all subsequent logins. If any of the conditions set out below are breached, the school reserves the right to deny your access to the Parent Portal.

Account Security

- It is your responsibility to ensure you maintain the safety of your username and password
- You are not allowed to use the username or password of any other user
- You must not disclose your username or password to anyone else

Communication

When using the communication facilities (forums) YOU MUST:

- Respect other people's views and beliefs
- Only post comments which are appropriate to the particular discussion
- By contributing posts to any forum within the parent portal you are granting a license to the school to reproduce the content of your posting, and you are also granting a license to other users to download or copy the content in accordance with these conditions
- You must give due acknowledgement for material quoted from other sources

When using the communication facilities YOU MUST NOT:

- Post anything abusive, defamatory, obscene or otherwise illegal
- Post any personal or private information on any individual
- Use forums to air grievances; grievances should be made in accordance with school procedures (available on request)
- Copy or forward any communication without permission
- Include material which is confidential or the copyright of which is owned by someone else, unless you have first obtained permission
- Post material which contains viruses or other programs which may disrupt the school's systems
- Post any advertising or promotional material
- Behave in an impolite or offensive manner

Copyright

You are permitted to view, copy, and print documents hosted within the parent portal subject to your agreement that:

- Your use of the material is for your own personal information, and for non-commercial purposes only
- You will not modify the documents or graphics in any form or manner
- You will not distribute any information or material to a third-party
- You will not copy or distribute graphics separately from their accompanying text
- You will not quote materials out of their context.

Please read this document carefully. If you violate these provisions, access to the parent portal will be denied. Additional action may be taken by the school in line with existing policy. Where appropriate, police may be involved or other legal action taken.

Please retain the previous page for your records.

Please note: Each Parent / Carer needs to sign this document if they require their own username and password.

I have read and understand the above and agree to use the school Parent Portal within these guidelines. (Please return to the School Office).

Child's Name: _____ Form: _____

Child's Name: _____ Form: _____

Child's Name: _____ Form: _____

Child's Name: _____ Form: _____

Child's Name: _____ Form: _____

Parent Name: _____ Signed: _____

Email Address: _____ Date: _____

Parent Name: _____ Signed: _____

Email Address: _____ Date: _____