



## **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: \_\_\_\_\_