

King's School



Headteacher, Mrs E Bryson

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King's School Parent Portal Agreement

Only parents / guardians authorised by King's School may use the Parent Portal. The Parent Portal is available to all parents / guardians / carers of students attending King's School as approved by the Headteacher. Users of Parent Portal are responsible for ensuring it is used in a secure way.

All users must comply with the following provisions:

- This Policy applies wherever the King's School Parent Portal is accessed, whether the computer equipment used is owned by King's School or not. The policy applies to all those who make use of King's School Parent Portal.
- Users must select a password that complies with the Parent Portal minimum standards and keep it 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 King's School if they no longer require the service.

Parent Portal - 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.
- Data Access - this policy aims to ensure all relevant aspects of the Data Protection Act (1998) and Fair Processing Policy are adhered to. This Policy aims to promote best use of the Parent Portal system to further the communication and freedom of information between King's School and Parent(s) / guardian(s) / carer(s)
- All users must agree that they will not compromise confidentiality by logging on to Parent Portal 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.

Should you believe the security of your account has been compromised please contact the Portal Administrator at KCN.Portal@modschoools.org, or on Güt Mil 2232 or (0049) 05241 842232.

Information on how to access the King's Parent Portal can be found on <http://www.sce-kingschool.net>.

By signing you confirm that you have read, understand and agree to abide by the above terms and conditions.

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| Student Name: | | Tutor: | |
| Name: | Signature: | | |
| Date: | Email address: (this must match the one held by the school on SIMS) | | |