



Cookstown High School

Combined Grammar & Secondary School

Dear Parent / Guardian

Sims Learning Gateway

SLG is a form of electronic communication between parents and Cookstown High School. Parents can log-on to a secure website using their unique username and password to access information on:

- Attendance
- Achievement and Behaviour
- Academic Reports

The website address is: <https://hslg11.capita-cso.co.uk/CookieAuth.dll?GetLogon?curl=Z2FschoolsZ2FHSCZ2FSLGZ2Fdefault.aspx&reason=0&formdir=2>

You can also access this from the school website by clicking the SLG button.

If you have lost your username or, are having any difficulties accessing SLG, please contact Mrs C Johnston, the School's ICT Technician as follows: Telephone: 028 86763620

From February 2017, all academic reports will be available on SLG (Parents of Year 10 pupils will receive login details in February with the school report and their passwords at the Parents' evening

Parents will also be required to return a signed copy of the SIMS Learning Gateway Usage Policy , please see below

Yours sincerely

P Downing

Curriculum Vice-Principal



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SIMS Learning Gateway Usage Policy

This policy applies wherever access to Cookstown High School's SIMS Learning Gateway system is provided. This policy applies whenever information is accessed through Cookstown High School's SIMS Learning Gateway, whether the computer equipment used is owned by the school or not. The policy applies to all those who make use of Cookstown High School's SIMS Learning Gateway Service.

Ownership and Administration of this Policy

Cookstown High School owns and administers the policy

Objectives of Cookstown High School's SIMS Learning Gateway Usage Policy

Security

This policy is intended to minimise security risks. These risks might affect the integrity of Cookstown High School's data, the Authorised SIMS Learning Gateway User and the individuals to which the SIMS Learning Gateway data pertains. In particular these risks arise from:

- The intentional or unintentional disclosure of login credentials to Cookstown High School's SIMS Learning Gateway system by authorised users.
- The wrongful disclosure of private, sensitive and confidential information
- Exposure of Cookstown High School to vicarious liability for information wrongfully disclosed by authorised users

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 SIMS Learning Gateway system to further the communication and freedom of information between Cookstown High School and Parents/Guardians.

SIMS Learning Gateway Usage Policy Rules

Authorised SIMS Learning Gateway Users

Cookstown High School's SIMS Learning Gateway system is provided for use only by persons who are legally responsible for pupil(s) currently attending the school. Access is granted only on condition that the individual formally agrees to the terms of this Policy.

The authorising member of school staff **must** confirm that there is a legitimate entitlement to access information for pupils the names of whom must be stated on the SIMS Learning Gateway Parental Access Request Form.

A copy of the form will be held by the school for audit purposes.

Requests for access to the SIMS Learning Gateway system must be made to Cookstown High School using the SIMS Learning Gateway Parental Access Request Form.



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SIMS LEARNING GATEWAY

PARENTAL ACCESS REQUEST FORM

Please provide me with a login username and password to access Cookstown High School's SIMs Learning Gateway.

PARENTAL NAME	
Email address	
Telephone Number	

I confirm that I have parental responsibility for the children listed below:

Name of Student:		Date Of Birth		Tutor Group	
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Name of Student:		Date Of Birth		Tutor Group	
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Name of Student:		Date Of Birth		Tutor Group	
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Name of Student:		Date Of Birth		Tutor Group	
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Signed _____

Date _____