



MyHighcliffe 'Parents Portal' Acceptable Use Agreement

Highcliffe School has developed the 'MyHighcliffe Parent Portal' as a means to further and enhance communication with parents.

The Portal allows parents to view their own child's school records such as (but not limited to):

- *Attendance*
- *Reports*
- *Merits*
- *Achievements Recorded*
- *Library Books*
- *Visited Web sites*
- *Timetable*
- *Home Study*

In response for access to 'MyHighcliffe' every parent is expected to act in a responsible, ethical, and legal manner.

Parents/Guardians are expected to adhere to the following guidelines:

1. Parent will not share their passwords with anyone, including their children.
2. Parents will not attempt to harm or destroy data of their own children, of another user, school, or the Internet.
3. Parents will not use the portal for any illegal activity, including violation of Data Privacy laws. Anyone found to be violating laws would be subject to Civil and/or Criminal Prosecution.
4. Parents will not access data on any account owned by another parent.
5. In the highly unlikely chance of a parent identifying a security problem with 'MyHighcliffe' they must notify the school immediately, without demonstrating the problem to anyone else.

Highcliffe School is registered under the Data Protection Act. This act requires that all efforts be taken to keep data secure and accurate at all times. 'MyHighcliffe' has been tested thoroughly and we constantly review IT security.

If you require any more information or wish to discuss this agreement please phone the school, email intranet@highcliffeschool.com or visit www.highcliffeschool.com

To apply for access to the 'MyHighcliffe' Parents Portal please fill in the attached form and return to the school IT office. Final usernames and passwords will be notified by post only.

Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD

MyHighcliffe 'Parents Portal' Application Form

The Portal is available to every parent or guardian (with legal parental rights) of a student enrolled at Highcliffe School. If you have more than one child at the school an account can be applied for each student.

I/We have read the MyHighcliffe 'Parents Portal' Acceptable Use Agreement and agree to its terms. I/We also understand that should we break any of the terms access to the portal may be revoked.

I/We understand that the school may decide to close down this facility at any time without prior notification.

I/We would like to apply for access for the following students :

Name 1 : _____ Tutor Group : _____

Name 2 : _____ Tutor Group : _____

Name 3 : _____ Tutor Group : _____

Name 4 : _____ Tutor Group : _____

Signed : _____ (parent/guardian)

Print Name : _____ (used for verification)

Date : _____

Once verified on the schools information system we will create the account/s and send the access details to the postal address held on the schools database. Please be aware this could take a few days. We may also contact you by telephone if we are unable to 'verify' the application.

Please return to the Student Support Office