



Linton Village College Learning Gateway User Information and Agreement

Your details

Name:

Parent/Guardian of:

E-mail address (if you have one):

Please **tick** the sentence(s) relevant to you:

- I will be able to access the Learning Gateway online at home/at work/elsewhere
(if you have ticked this, please complete the user agreement below)
- I do not have internet access anywhere and will need to receive paper copies of updates on my child's progress
- I would like to find out more about how to access the internet myself or at College

Learning Gateway User Agreement

LVC's Learning Gateway is provided for use only by those who are legally responsible for student(s) currently attending the school. We can only give you access if you formally agree to the terms on this document and if we can confirm from our records that you have that responsibility.

Users of the Learning Gateway

Information made available through the Learning Gateway is confidential and protected by law under the Data Protection Act 1998.

- Users must not distribute or disclose any information obtained from the Learning Gateway to anyone except the student to which the information relates or to other adults with parental responsibility
- Users should not attempt to access the Learning Gateway in any environment where the security of the information displayed may be placed at risk e.g. a cybercafé or anywhere with an 'unsecure' network

Passwords

You must always keep your individual user name and password confidential. These usernames and passwords should **never** be disclosed to anyone. Passwords and user names should never be shared.

- When you are issued your username and password, you will be able change the password to something more memorable. In order to ensure a high level of security, passwords should be at least 6 characters long and contain at least 1 number.

Questions and Queries

Learning Gateway users can address any enquiries about the SLG system by email: online@lvc.org

Access to the Learning Gateway

Linton Village College reserves the right to end or deny access to the Learning Gateway of any individual under the following circumstances:

- The validity of parental responsibility is questioned
- Court ruling preventing access to child or family members is issued
- Users are found to be in breach of the User Agreement

If any child protection concerns are raised or disputes occur the school will end access for all parties concerned pending investigation.

Please note:

Information about your child is kept safe by the College. To allow you access, we only make it available to you as an authorised user with known parental responsibility in order to keep it safe.

We are not responsible for how you choose to access and share the information provided, but by signing this agreement, you are saying that you will make sure that you will use the Learning Gateway following our guidelines for security and confidentiality.

Users are liable for any potential misuse of the system or breach of the data protection act that may occur as a result of failing to keep to any of the rules and guidelines listed in this document.

I agree to the terms of the Linton Village College Learning Gateway User Agreement.

Signed:

Name:

Date:

What next?

- A copy of this User Agreement will be sent to you with your logon details and User Guide.
- You will be set up as a user on the Learning Gateway and sent your username and password. These will be sent separately to maintain security.