



Tring School

Mortimer Hill, Tring, Hertfordshire HP23 5JD

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www.tring.herts.sch.uk Headteacher: Mrs Susanna Collings BSc (Hons), MA, FRSA

1 November 2011

Dear Parent/Carer

In September 2010 we launched the Tring School Virtual Learning Environment (Moodle) to our students. Since then students have been using the VLE to assist their learning, communicate and access work.

As I am sure you are aware, many organisations no longer routinely post paper copies of their correspondence to you. Similarly, Tring School will be phasing out Progress Trackers in hard copy format over the next year and I would like to take this opportunity to invite you to apply for your own access to the Tring VLE. Written Reports will continue to be sent home once a year for children in Years 7 – 12.

With your own login, you will be able to access various types of information about your child/children including attendance, timetable, calendar, achievements, activity reports (i.e. when they have accessed the VLE and what they have been viewing) and Progress Trackers and Reports.

You will also be able to manage your own calendar, participate in online questionnaires and discussions and be connected to other areas specifically designed for parents.

I hope that you choose to take advantage of this opportunity. However, please be aware we will no longer be sending you paper copies of your child's/children's Progress Trackers as these will be available via the VLE. If you do want a paper copy for your records, a print option is available to you.

Please understand that the VLE is very much a work in progress and will develop over time, according to the wishes of all stakeholders. It is also important that parents/carers understand the need to keep login details secure and that they must take the responsibility to inform the school immediately should personal circumstances change. It is important that personal information is only divulged to authorised people.

In order to apply for your login, the attached form needs to be completed in full and returned to Reception. Login details and information sheets will then be sent to you via the e-mail address indicated on your form or will be posted to you. Please allow 1-2 weeks for processing.

Yours sincerely

A Hencken
Deputy Headteacher

Our ref: DB/AFH/PS



Acceptable User Policy for the Tring School Virtual Learning Environment

Introduction

Parents are offered online access to the School's Information Management System (SIMS) via the Tring School Virtual Learning Environment. Through this website, parents/carers can access information produced by the school about their child via a secure Internet connection.

This policy applies whenever and wherever information is accessed, whether the computer equipment used is owned by Tring School or not.

Access is granted strictly on the condition that the individual formally agrees to the terms of this Policy through the return slip attached to the letter accompanying this policy.

Authorised VLE Users

Only relevant members of staff and persons who are legally responsible for student(s) currently attending the school are provided with online access to the VLE. Even then they only have access to information relating to the students where they have that legal responsibility.

Requests for access to the VLE must be made to Tring School using the VLE Parental Access Request form. The authorising member of school staff and the parent/guardian/carer concerned must confirm that there is a legitimate entitlement to access information for the student(s). The name(s) of the student(s) must be stated on the accompanying return form.

The school, for audit purposes, will hold the signed return form. It is important to manage access to the school's VLE effectively. The school is required to arrange the removal of access of users who are no longer entitled to access to that VLE within one week of being informed of that change in status.

Acceptable Use of the Tring School VLE – All Users

- Access to the VLE is a privilege, not a right. Users are responsible for their behaviour.
- Conditions of use are respected: any breach of the conditions of use may lead to withdrawal of a user's access.
- The system should not be used in any way that might bring the name of the school or County Council into disrepute.
- Staff, parents/carers and students are expected to use the resources for the purposes for which they are intended.
- All users accept personal responsibility for reporting any misuse of the system to a teacher or to a member of the school's support team.
- No user should access, create, transmit, display or publish any material, including images and data from the VLE, which is likely to cause offence, inconvenience or needless anxiety.
- No user should create, transmit, display or publish any material, including images and data from the VLE that might be considered defamatory.
- Staff, parents/carers and students should not make unauthorised attempts to access data and resources on the VLE by bypassing security or password protections.
- No user should take any action designed or likely to cause corruption or destruction of other users' data, or violate the privacy of others.
- Users should inform the School Support Team immediately if a security problem is identified. They should not demonstrate this problem to other users.
- Users should inform the School Technical Support Team immediately if they appear to have access to content that is not authorised. They should not demonstrate this problem to other users.

Information Security

This Policy is intended to minimise security risks. These risks might affect the integrity of Tring School data, Authorised Users and the individuals to which the VLE data pertains.

Information made available through the VLE system is confidential and protected by law under the Data Protection Act 1998. In order to comply with this Act:

- Users must not distribute or disclose any information obtained from the VLE system to any person(s) with the exception of the student to which the information relates to or other adults with parental responsibility for that student.
- Users should not attempt to access the VLE in any environment where the security of the information contained in the VLE may be placed at risk such as an Internet café or public place.

- Users must not transfer information from the VLE to any form of portable media such as pen drives or by electronic means such as e-mail without the express permission of the school.
- Passwords for VLE accounts should be complex and consist of at least six characters including a combination of capital letters, lower case letters and numbers. Ideally, at least one symbol should be included as well.
- Users must always keep their individual user name and password confidential. These usernames and passwords should *never* be disclosed to anyone. Never use anyone else's username or password.
- If you think someone has learned your password then contact the School Technical Support Team in school or change it immediately if possible.

Denial of Access

Users are liable for any potential misuse of the system and/or breach of the Data Protection Act that may occur as a result of failing to adhere to any of the rules/guidelines listed in this document.

Tring School reserves the right to revoke or deny access to the VLE of any user under the following circumstances:

- If the validity of parental responsibility is questioned.
- A Court ruling preventing access to child or family members is issued.
- Where a user or users are found to be in breach of the VLE Acceptable Use Policy.
- If any child protection concerns are raised or disputes occur the school will suspend access for all parties concerned pending investigation.
- If a user is identified as a security risk.

Enquiries

VLE users should forward any enquiries about the VLE to Mr A Hencken (Deputy Headteacher) or Mr D Bullock (ICTAC Coordinator) via moodle@tring.herts.sch.uk or by telephone on 01442 822303.



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Tring School VLE Parental Access Request form

Title:	Forename:	Surname:
Address:		Telephone no: Mobile no:
e-mail address:		
Parent/Carer of (please list the names of all children at the school)	1.	2.
	3.	4.
I understand that it is my responsibility to inform the school immediately that my personal circumstances change in order to prevent unauthorised access. (Please write Yes or No)		
I have read and accept the terms of the attached Acceptable Use Policy. (Please write Yes or No)		
Signed:		Date:

Note: Please do not e-mail this form. We need a paper-based copy for our records. Thank you.

