



TLT

THE LEARNING TREE

Senior
School

Using QuickSchools: for Students & Parents

'Using QuickSchools' is a policy that articulates the objectives, guidelines and etiquettes of use of QuickSchools School Management System by the parents and students in order to introduce 21st century tools and resources to the students and facilitate communication among the school community.

Effective
January 2016

Policy for Using QuickSchools.com

for The Learning Tree Students & Parents

Using Quickschools® School Management System

What is Quickschools?

The Learning Tree has adopted QuickSchools.com student information system from January 2016. The purpose of doing so is to manage enrollment, track attendance and grades, homework assignments, print out progress reports, report cards and more. With Quickschools®, teachers, students and parents can access their accounts from anywhere through any device.

If you already have an account, login here:

<https://tlt.quickschools.com>

using your username and password (provided to you).

Forgot password? In case if you forget your password, simply hit the blue “Forgot your password” link and follow the simple steps to reset your password.

What does this mean for STUDENTS?

Students have access to the Student Portal. The purpose for students having access to Quickschools® is to enhance teaching and learning by providing access to 21st century tools and resources as well as online instruction. Students will have complete access to their grades, attendance, homework, academic and discipline reports. In addition, they will have the opportunity to communicate privately with teachers and administration regarding any and all aspects of student academic life.

Quickschools® Rules and Etiquette

Similar to Edmodo, Quickschools® require students to abide by school rules of network etiquette. These include, but are not limited to, the following:

1. *Be polite.*

Do not send abusive messages to anyone.

2. *Use appropriate language.*

Do not swear, use vulgarities or any other inappropriate language through private chats, parent and student messaging or class discussions.

Note: E-mail, QuickSchools® messaging and web based programs are not private and are subject to review by school administration. Staff at QuickSchools.com have access to all communication. Messages relating to, or in support of illegal or deviant activities will be reported to the relevant school authorities.

3. *Maintain privacy.*

Do not reveal the personal address, phone numbers, personal web sites or images of yourself or other persons. Before publishing a student's picture, name, or work on the Quickschools®, the student must have on file a parent release authorizing publication.

4. *Cyber-bullying is considered harassment.*

Bullying of any kind, including cyber-bullying is a direct violation of the school's discipline policy, and will be dealt with firmly.

5. *Respect copyrights.*

Do not plagiarise. All communications and information accessible via the network are assumed to be the property of the author and should not be reused without his/her permission.

Prohibitive Use

Transmission of any material in violation of any law, and school policy is prohibited. This includes, but is not limited to, the distribution of:

- a. Bullying by using information and communication technologies (cyber-bullying)
- b. Defamatory, inappropriate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive or illegal material;
- c. Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime;
- d. Material that violates copyright laws (piracy; plagiarism)

The use of Quickschools® is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The administration, teachers and or staff may request the site system administrator to deny, revoke or suspend specific user access.

What does this mean for PARENTS?

One of Quickschools® main feature is the Parent Portal. This lets the parent of the student browse their child's:

- Grades
- Attendance
- Report Cards
- Fees
- Personal Information

Parent Portal/Parent Messaging

QuickSchools® provides teachers and parents to communicate via e-mail through the parent portal or through private messaging.

Acceptable Use of Parent Communication

- For general information purposes, such as; class activities, curriculum, assignments, tests, deadlines and special events.
- To arrange a meeting/telephone call regarding a student issue, including a general description of the issue.
- Follow-up on an issue that has previously been discussed.

Unacceptable Use of Parent Communication

- Any discussion related to other students
- Any discussion related to other staff
- Specifics about a sensitive student issue, academic or not, which had not previously been discussed with the teacher.
- Any sensitive student information that would normally be discussed face-to-face or by phone.

Safety and Security

The data stored on QuickSchools® is treated as importantly as online banks treat financial information. QuickSchools uses the Secure Sockets Layer (SSL) technology when transmitting information between your computer and Quickschools' servers.