



Connect Registration for Parents/Carers

Dear Parents/Carers

The Department of Education provides secure online access for parents or responsible persons such as carers to information about their children via an online tool called Connect. Initial information provided will include attendance records, course marks records and broadcast notices from the College. Connect also offers a phone app for select use.

By signing up for the Connect service, a parent or carer understands and accepts the attached Conditions of Use. Please read this form carefully, **complete the following details and return both pages to Woodvale Secondary College** by either;

- printing and completing the form and **handing it in at Reception**
- **completing the form electronically** and using the buttons below to send by email

If a parent/carer wants access to a child’s Connect information, then they need to write their name below.

Once this information is confirmed in the system and you have been processed to access Connect you will be provided with a username and a password as well as details on how to access the service.

Grant Richards
Associate Principal

Parent/Carer Details:

Parent/Carer First Name	
Parent/Carer Last Name	

Student’s Details: Please type in each child’s first name, last name and their year group.

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Office Use Only	
Registered	
P-Number	
Associated	
Connect Validation	
Email Sent	
Password	



Connect Conditions of Use for Parents/Carers

1. Only parents or responsible persons as defined in the *School Education Act 1999* and verified by the school will be given access to Connect.
2. The person signing up for the service understands his/her responsibility for keeping the service access details (username and password) confidential.
3. The Department of Education does not accept responsibility for any event arising from unauthorised access or use of Connect.
4. Parents agree to use Connect in accordance with Department of Education's policies regarding Appropriate Use of Online Services. These policies can be accessed from the Connect Sign In screen. Parents are required to accept that they have read and understood these policies before access to Connect is provided.

Limits of the Service

Connect is an initiative by the Department of Education to improve communication between schools and parents/carers on matters impacting student education. It is an optional communication channel and the Department of Education does not undertake to provide all student-related information via Connect. The Department of Education is providing Connect as a trial and reserves the right to modify or withdraw the service at any time.

When using Connect, I agree that:

1. The information contained in Connect is personal and private information.
2. The parent username and password is only shared between the child's legal parents or carers.
3. I will not interfere with network security, the data of another user, or attempt to log into the network with a user name and/or password of another user.
4. If I become aware of unauthorised access to my parent account I will immediately inform the college.
5. I consent to the logging, monitoring, auditing and disclosure of my use of Connect.
6. Any breach of these conditions for which I am responsible will result in my access to Connect being suspended or revoked.
7. I agree to use Connect in accordance with Department of Education's policies regarding Appropriate Use of Online Services. These policies can be accessed from the Connect Login screen.

I agree to and understand the above conditions for Connect use.

Date: _____

Electronic/Email Submission Instructions

When you have completed the form, please click this **Save** button to ensure the details you have entered will not change when submitting the form.

Then return this form via email to the school by clicking on this **Submit** button. After this file has been received and processed by the school you will receive log in information for Connect.