

## E-Safety Advice and Guidance

The internet is a superb tool, supporting in many aspects of our day to day lives. This includes school work, extra curricular activities and leisure time.

We must take care when using electronic resources because as useful as they are there are inherent risks associated with their use and misuse.

To support students when using e resources we have:

- Built aspects of E-Safety into our Pastoral Curriculum
- Liaised with the student council for input into our [E-Safety Policy](#) which includes a document relating to Students' use of the School's Network
- Developed a dedicated E-Safety page on our [website](#) which includes links to key national resources designed to support you if you have any queries or concerns
- Developed a programme of Parent Focus Evenings and Staff training so that we all understand how E-Safety influences our lives and the steps we can take to make that safer

Please take the time to visit our E-Safety page <http://www.tiffingirls.org/Students/Web-Portal-1.aspx> and see your tutor, Head of Year or a member of the Senior team should you have any queries.



# Students' guide to the webPortal

## What is the webPortal?

The webPortal is a secure website that feeds information through from the school regarding your attendance, key assessment outcomes, reports and more.

## Why should I use the webPortal?

The webPortal allows you to keep track of your day by providing a real time timetable. You can also check key assessment marks and look at what is coming up in the subjects that you're studying.

## Who else has access to the webPortal?

Your teachers and parents have access to the same information via the webPortal. Use this information to base discussions upon when thinking about your own progress in subjects.

## How do I access the webPortal?

You can access the webPortal by visiting the schools homepage [www.tiffingirls.org](http://www.tiffingirls.org) and then clicking on the *Students* tab. There you will find an icon that links to the webPortal



Once you have found the webPortal log in screen you simply have to enter the username and password that you use to log onto any PC at school.

Please take care when using the webPortal – your username and password must be kept secure and shared with **no one** else.

The image shows the login screen for the Tiffin Girls' School webPortal. It has a blue header with the word 'Login'. Below the header, there is a message: 'Please enter your username and password below to access the Tiffin Girls' School's webPortal'. There are two input fields: 'User Name' with the text 'network username' and 'Password' with a masked password. There is a 'Remember me' checkbox which is currently 'OFF'. To the right of the 'Remember me' checkbox is a 'Log in' button. Below the input fields, there is a message: 'Please enter your username in the box below. A temporary password will be emailed to the email address that is attached to your account. You will be prompted to change it immediately.' There is a 'Submit' button to the right of this message.

## What should I do if the webPortal doesn't work?

Either see a member of the IT Services team in person or email [helpdesk@tiffingirls.org](mailto:helpdesk@tiffingirls.org) or [portal@tiffingirls.org](mailto:portal@tiffingirls.org) with your query.

## What will I see when I log in?

The image shows the dashboard of the Tiffin Girls' School webPortal. At the top, there is a header with the school logo and the text 'Welcome to The Tiffin Girls' School'. Below the header, there is a navigation menu with tabs for 'At a glance', 'News', 'Timetable', 'Teachers' Names', 'Notifications', 'Personal details', 'Weather', 'BBC Education News', and 'E-Safety: App guidance'. The 'At a glance' tab is selected. Below the navigation menu, there is a 'Welcome to the TGS webPortal' section with a 'At a glance' sub-section. To the right of this section, there is a 'News' section with a table of news items. Below the news section, there is a 'Timetable' section with a table of lessons. To the right of the timetable section, there is an 'Attendance' section with a table of attendance records. At the bottom of the dashboard, there is a 'Attendance and Reporting Illness' section with links for 'Assessments', 'Profiles', and 'Options (Year 9 only)'.

Date	Subject	Files
23 September	Unexplained absence	

Some absences are currently unexplained  
16/09/2015

Time	Teacher	Room	Status
08:30-08:45	11F Mrs J. Clewroux	in H16	✓
08:50-09:50	Pastoral Mr J. Clewroux	in H16	✗
09:50-10:50	Physics Miss M. Phillips	in S12	✓
11:10-12:10	Spanish Mr A. Taborante	in M12	✓
13:05-13:10	11F Mrs J. Clewroux	in H16	✓
13:15-14:15	Geography Mrs C. Law	in H06	✓
14:15-15:15	English Mrs C. Hannon-Smith	in H13	✗