

# Introduction of School Manager Online

Dear Parents,

From **June 2024**, the **Heide-Schule Schwebheim** will be introducing an online portal for parents. In the future, you will be able to receive parent letters by email and confirm with one click that you have read the information.

We use the "School Manager Online" platform for this purpose.

## How does this work for you as a parent?

With this information letter you will receive an 8-digit access code, which you enter at [www.schulmanager-online.de](http://www.schulmanager-online.de). The system knows from the code which student you are registering for.

Then enter your email address and choose a password. You are now logged in directly and can access the functions mentioned above.

You no longer need the access code after your first registration. In the future, you can log in at [www.schulmanager-online.de](http://www.schulmanager-online.de) using your email address and the password you have been given .

## data protection

In addition to data about your child that is already available at the school (e.g. first name, last name and class), the following data is stored when registering on the portal:

- First and Last Name
- E-mail address or user name
- A checksum of the password you have assigned
- The time of your registration and the last change to your user data
- Logging of accesses
- Logging of failed login attempts and software errors
- Notifications received and information about which notification has already been seen/clicked

This data is stored on the "School Manager Online" platform and is only used within this platform to simplify organizational processes in the school. It is processed in accordance with the Bavarian Data Protection Act, the Bavarian Education and Instruction Act, the Federal Data Protection Act and the EU General Data Protection Regulation and is not passed on to third parties. The data is transmitted in encrypted form. Your data is treated as strictly confidential by both the school and the "School Manager Online" platform.

The server on which the system runs is located in a data center in Germany with certified information security (according to ISO 27001). The procedure was checked by the school's data protection officer.

## Participation is voluntary

If you do not log in to the "School Manager Online" platform, you will receive the parent letters printed out about your children, as before.

However, we would be happy if you register, as this will allow us to communicate with you more reliably and the school will save paper and effort. If you consent to data processing, please sign the following section.

## Consent to data processing

I have read the information letter from **Heide-Schule Schwebheim** regarding the use of the "Schulmanager Online" platform and consent to the processing of data as described above. I am aware that consent is voluntary and can be revoked at any time without adverse consequences. In this case, my user account will be deleted.

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First name, last name student

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Class

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place, date

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Signature of legal guardian