ONLINE PLATFORMS: SMS & EXTRANET

1.SMS
https://sms.eursc.eu/login

MySchool SMS is an online management software system used by our school community to record and **consult attendance, homework, notes, …**

Parents and students are encouraged to regularly review the various records (attendance, homework, notes).
If you notice an error in the attendance registration, please inform the teacher or adviser concerned promptly by e-mail.
Please note: unjustified absences and repeated lateness can result in disciplinary measures. For this, regular checks, notably from parents, are essential.
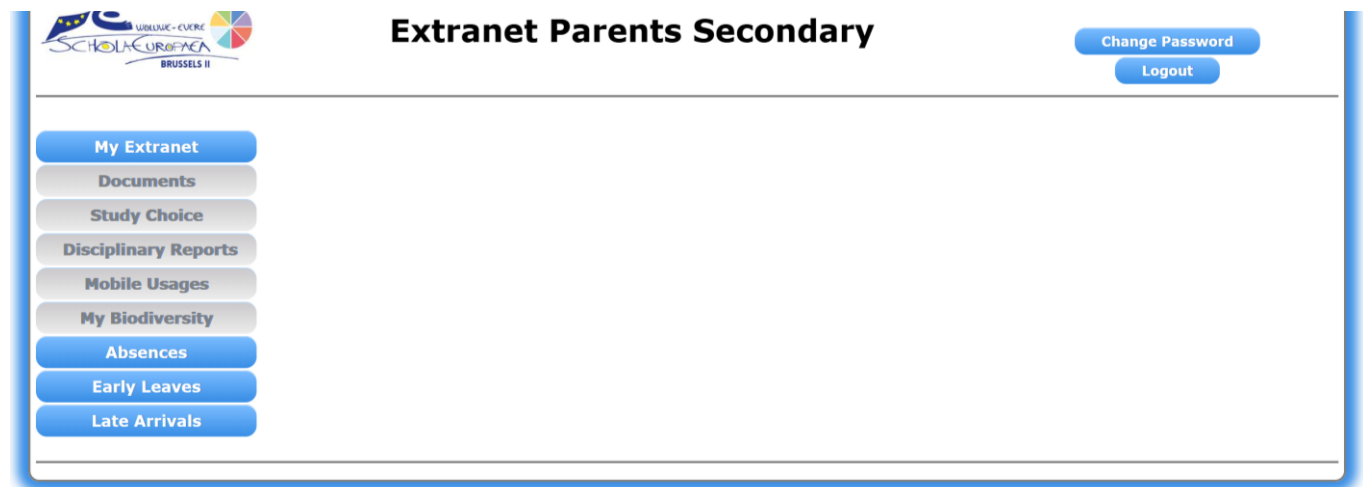
2.EXTRANET

An EEB2 online platform to facilitate communication and transparency between the school and families.

Extranet Parents:
https://extranet.eeb2.eu/Parents

To log in: use the same e-mail address as recorded in the SMS system. Don't share your password with your child!

This online platform serves as an important tool for notifying our pedagogical staff about:
- **Your child's attendance / late arrival / early leave** (within 48 hours).
- **Study choices:** whenever study choices are required, you will receive a notification with further instructions.

As parents you are also requested to check 'Extranet Parents' on a regular basis <u>to be kept informed about:</u>
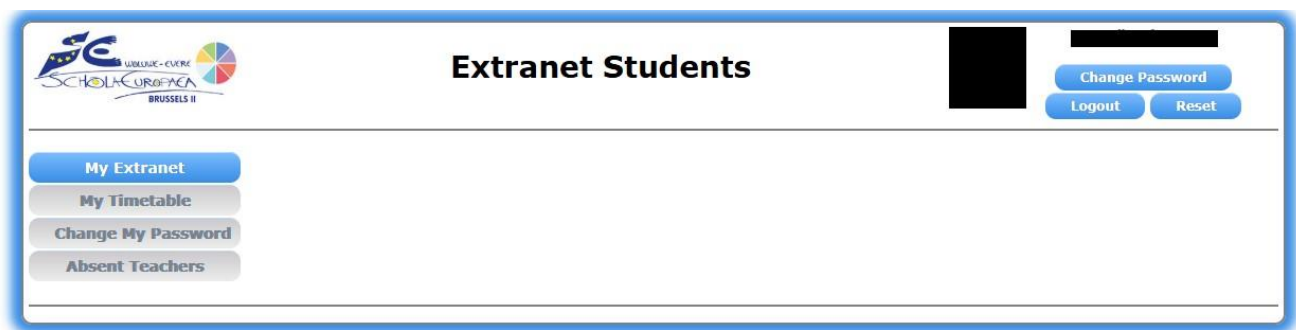
- **Disciplinary Reports** - Track reported disciplinary issues concerning your child, along with the follow-up actions taken by the school.
- **Mobile Device Reports -** Access reports on your child's mobile device usage since the beginning of the school year.

Extranet Students:
https://extranet.eeb2.eu/Students/login.php

A tool for students to check their **timetable, their absent teachers,** or to **change password.**

- The password on Extranet is the same as the initial password to log in to the computers at school.
  Students can change their password in Extranet (which also changes it for SMS, TEAMS, OFFICE 365) by clicking on the tab: 'Change my password'.
  In case of problem, don't hesitate to contact the ICT department (room 434 - wol-ict@eursc.eu).

Before using the 'Absent Teachers' tool for the first time you will have to accept the guidelines and rules as stipulated below:

Functioning of Extranet 'Absences'

- The color of the student card determines if and when the student can leave the school in case of an absent and not replaced teacher.
- The student needs to respect the mobile device policy, and understands that they cannot use the device in an unauthorized way at school.
- The student needs to be present during the lesson when replacement is foreseen.
- The updated absence list is shared on Extranet every evening from 7pm onward, for the following school day.
- The student is aware that most absence updates occur during the morning and day itself. This means that modifications and changes are at all time possible. Thes requires a need to be flexible and follow the last updates in line with the school regulations.

- For GDPR reasons, students can only see their own absent teachers in 'Student Extranet'.
- The names mentioned on the list are the teachers who are marked absent.
- The number next to the name indicates the period(s) during which the teacher is absent. (Example: Mr Doe (1,2): Mr Doe is absent period 1 and 2).
- For the other periods not indicated on the list the teacher is either replaced or present.
- When there is no number after the name it means the teacher is absent and not replaced.
- If a teacher is not on the list, it means the teacher is either present or replaced.
  Do not make any assumptions, the list is the only reference to rely on!

! Important!

Please note the following two key principles which have to be followed by students and parents:

1st principle: Follow the school regulations

The new system is just an information tool. The school regulations are still the only reference.
More specifically:

- The policy on the **use of mobile device** is to be respected.
- The rules related to the **color of the student card**: only the students whose student card type allow them to leave the school earlier in case of an absent and not replaced teacher, can do so.
- For a replacement course, the presence of the student is **mandatory**.
- Attendance in the **study room** for S1 to S3 students is mandatory in case of absence and not replaced teachers from P1 until P7.
- If a teacher is absent and not replaced in the first period(s):
    - S4-S7 students or S1-S3 students, who come to school by their own means of transportation can arrive later.
    - The S1 to S3 students who are arriving before the start of the first lesson (for example by school bus) must, in case of an absent teacher, attend the study room 302 (also during the first period).

2nd principle: check and double check

- The absence list will be shared from 7pm onward for the next school day.
- The list can be checked at home in Extranet Students but will still need to be updated the next morning!
- Periods with absent teachers are also shown in light green in the student's timetable in Extranet.
- **A teacher can also have a last-minute absence that is not yet announced the evening before or the morning itself.**
- Early leaves are only possible if the color code on the student card allows it.
- **Replacements might still be organized progressively the same day.**
- During the school day the students can consult the screens in their own préau and the new screens in the corridors.
- We do not allow consultation of the list on a personal device in an unauthorized area (cfr. Mobile devices policy!)