To Parents

Parent registration of "Smart Contact Book"　for　mutual communication such as absences
欠席等の相互連絡を支援する「スマート連絡帳」保護者登録のご案内

At elementary and junior high schools in Gifu City, a web application called "Smart Contact Book" by Bunkeido Co., Ltd. is used instead of the current parental email and telephone contact in order to facilitate communication between the school and Parents cooperation in case of children's absences & other information. So we ask the parents to please check the following and register.

1 About "Smart Contact Book"

Parents can receive communication from the school on your smartphone or computer, and you can digitally make absentee notifications (absence, late arrival, early departure, etc.) from your smartphone.

Parents are kindly requested to cooperate in account registration on their smartphones or PCs. For details on how to use it, see the separate manual.

○ Main functions: (School → Parents) Letter distribution function, questionnaire function, etc.

(Parents → School) Absence notification function, temperature measurement result reporting function (※ Note 1)

2 Registration period and start time of use

(1) Parent information registration: must be Completed by May 13th (Fri) to May 20th (Frid)2022

(2) Test operation implementation: May 30, 4th (Mon),2022 ... Test report from all parents

※ Please use the physical condition management (absence) function of the smart contact book and request a test report of absent notification from parents (please select "Other" and send). Please refer to P.6 of the manual for absentee notice.

※ We will check the operational status of all parents with this test report, so please be sure to complete the test report by the end of May 30th.

(3) Operation start: Operation start from June 1, 4th (Wed), 2022

3 About the use of "Smart Contact Book"

(1) How to use

① About notification of absence

・ As a general rule, absenteeism will be accepted by 8:10 (starting time). Thank you for your cooperation.

・ If you report an absent notice on the smart contact book, you don't need to call the school.

・ If you have any individual information other than the information in the smart contact book, please contact us by phone as usual.

② ※ Note 1, notification of temperature measurement results, handling of the current

"temperature measurement check card"

- ・ The "Smart Contact Book" also has a function called "Temperature measurement result notification". It replaces the "temperature check card" that children submit to their homeroom teacher every morning.(So if you report on your smart contact book ,children don't need to submit the health check card every morning)

- ・ But in order to confirm the temperature measurement reliably, <u>the "contact of the temperature measurement result of the smart contact book" will be</u> **optional for a while,** so t<u>**he method of submitting the "temperature measurement check card" of your children will still continue.**</u>

※ At this stage, we plan to ask all parents to use the "temperature measurement result notification" function from the beginning of the summer vacation in July.

(2) Smartphones and PCs are available to use

Smartphones, tablets, and PCs that have an environment connected to the Internet csn use .

※ Feature phones (mobile phones ≒ feature phone) are not supported or cannot be used.

(3) About browsers possibility

Google Chrome / Microsoft Edge / Safari

※ Internet Explorer is not supported.

(4) Charges fee for Communication use

Parents are responsible for the communication charges required while using this service. We appreciate your understanding and cooperation.

(5) Contact information

A "chat pot" is installed in the "smart contact book". A chat pot is a simple choice type chat that shows how to answer and solve parents' questions.

4 About your impression to be used

We are planning a questionnaire survey on the impressions and requests for parents who used the "Smart Contact Book". Details on how to conduct the questionnaire will be announced separately at a later date.

5 Handling of personal information

The student's name is not stored in the "Smart Contact Book". In addition, we take information security measures and technical measures such as management of student IDs and PWs in accordance w/ the Ministry of Education, Culture, Sports, Science and Technology "Guidelines for Educational Information Security".

Thank you