

ST MARY'S RC HIGH SCHOOL, LUGWARDINE, HEREFORD

SIMS PARENT ACCEPTABLE USE PROCEDURE



OBJECTIVE

This procedure is intended to minimise the risk of unauthorised access and use of data held in the St Mary's RC High School (hereafter called 'the school') SIMS Management Information System (SIMS) whilst promoting best use of SIMS Parent to further the communication and freedom of information between the school and parents/carers, aiming to ensure all relevant aspects of the Data Protection Act 2018 are adhered to.

POTENTIAL RISKS

The main intention of the procedure is the reduction of risk relating to the integrity of data;

- held by the school
- accessed by authorised SIMS Parent users
- about individuals to which the SIMS Parent data applies.

Specifically, these risks arise from:

- The intentional or unintentional disclosure of login details (username and/or passwords) to unauthorised parties.
- The wrongful disclosure of private, sensitive, and confidential information.

PROCEDURE APPLICATION

- This procedure applies wherever access to the school SIMS Parent management system interface is provided.
- This procedure applies whenever information is accessed through the school's SIMS Parent, whether the digital equipment used is owned by school or not.
- The procedure applies to all those who make use of the school's SIMS Parent service.

AUTHORISED SIMS PARENT USERS

The school's SIMS Parent system is provided for use only by persons who are legally responsible for students currently attending the school. The authorising member of school staff must confirm that there is a legitimate entitlement to access information for one or more students in line with information stored in the SIMS system.

- **By activating their account and by using SIMS Parent, users thereby agree to abide by both the letter and the spirit of the procedure.**
- **A copy of this procedure will be stored on the school's website in the parents section.**

USE OF THE SIMS PARENT

Data made available through the SIMS Parent system is confidential and protected by law under the Data Protection Act 2018. To that aim:

- Users must not distribute or disclose any information obtained from the SIMS Parent system to any person(s) with the exception of the student to which the information relates or to other adults with parental responsibility.

- Users should not attempt to access the SIMS Parent system in any environment where the security of the information contained in the SIMS Parent system may be placed at risk, e.g. a library.

THIRD PARTY ACCOUNT DETAILS PROCEDURE

- Users will select a Third Party provider to access their account using the account details for this provider.
- Users must assume personal responsibility for security of usernames and passwords which must always be kept confidential.
- These usernames and passwords should never be disclosed to anyone. Passwords and user names should never be shared except between those with parenting responsibility.

QUESTIONS, COMPLAINTS AND APPEALS

SIMS Parent users should address any complaints and enquiries about the school's SIMS Parent system by email to SimsApp@st-maryshigh.hereford.sch.uk or by telephone on 01432 850416.

The school reserves the right to revoke or deny access to the SIMS Parent system of any individual under the following circumstances:

- The validity of parental responsibility is questioned.
- Court ruling preventing access to child or family members is issued.
- Users found to be in breach of the SIMS Parent Acceptable Use Procedure.

If any child protection concerns are raised or disputes occur the school will revoke access for all parties concerned pending investigation.

Please note: Where SIMS Parent access is not available the school will still make statutory information available to those with parental responsibility as required.

Users are liable for any potential misuse of the system and/or breach of the Data Protection Act 2018 that may occur as a result of failing to adhere to any of the rules/guidelines listed in this document.