

HAYDON SCHOOL SIMS PARENT APP USAGE POLICY



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**2019**

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## Haydon School SIMS Parent App Usage Policy

This Policy applies wherever access to the Haydon School SIMS Parent App system interface is provided. This policy applies whenever information is accessed through the Haydon School SIMS Parent App, whether the computer equipment used is owned by Haydon School or not. The policy applies to all those who make use of Haydon School's SIMS Parent App Service.

**1. Ownership and Administration of this Policy** Haydon School owns and administers the policy.

**2. Objectives of Haydon School SIMS Parent App Usage Policy**

**2.1 Security**

This Policy is intended to minimise security risks. These risks might affect the integrity of Haydon School's data, the Authorised SIMS Parent App User and the individuals to which the SIMS Parent App data pertains. In particular these risks arise from:

- The intentional or unintentional disclosure of login credentials to the Haydon School SIMS Parent App system by authorised users.
- The wrongful disclosure of private, sensitive, and confidential information;
- Exposure of Haydon School to vicarious liability for information wrongfully disclosed by authorised users

**2.2 Data Access**

This Policy aims to ensure all relevant aspects of the Data Protection Act (1998) and Fair Processing Policy are adhered to.

This Policy aims to promote best use of the SIMS Parent App system to further the communication and freedom of information between Haydon School and Parents\Guardians.

**3. SIMS Parent App Usage Policy Rules**

**3.1 Authorised SIMS Parent App Users**

3.1.1 Haydon School's SIMS Parent App system is provided for use only by persons who are Legally responsible for pupil(s) currently attending the school. Access is granted only on condition that the individual formally agrees to the terms of this Policy.

3.1.2 The authorising member of school staff **must** confirm that there is a legitimate entitlement to access information for pupils the names of whom must be stated on the SIMS Parent App Parental Access Request Form.

3.1.3 A copy of the form will be held by the school for audit purposes.

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Requests for Access to the SIMS Parent App system must be made to Haydon School using the SIMS Parent App Parental Access Request Form.

### 3.2 Personal Use

Information made available through the SIMS Parent App system is confidential and protected by law under the Data Protection Act 1998. To that aim:

- Users must not distribute or disclose any information obtained from the SIMS Parent App system to any person(s) with the exception of the pupil to which the information relates or to other adults with parental responsibility
- Users should not attempt to access SIMS Parent App in any environment where the security of the information contained in SIMS Parent App may be placed at risk e.g. a cybercafé

### 3.3 Password Policy

3.3.1 You must assume personal responsibility for your username and password. Never use anyone else's username or password. The SIMS Parent App requires one time setup.

3.3.2 You must always keep your individual user name and password confidential. These usernames and passwords should **never** be disclosed to anyone. Passwords and user names should never be shared.

3.3.3 You will receive a registration email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) containing a unique invitation code. You will need this code to set your SIMS Online Service account. This information must not be shared or disclosed to anyone.

## 4. Questions, Complaints and Appeals

4.1 SIMS Parent App users should address any complaints and enquiries about the SIMS Parent App system to Haydon School by email: [info@haydonschool.org](mailto:info@haydonschool.org) or telephone: 020 8429 0005

4.2 Haydon School reserves the right to revoke or deny access to SIMS Parent App 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 App usage policy

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

**5. Please note:** Where SIMS Parent App access is not available Haydon School will still make information available according to Data Protection Act (1998) law.

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*Users are liable for any potential misuse of the system and/or breach of the data protection act that may occur as a result of failing to adhere to any of the rules/guidelines listed in this document.*

**History**

Date	Issue	Status	Comments
June 2019	1	New	This policy is replacing the SIMS Learning gateway policy. Awaiting approval from Governors. To Student Committee 27.06.19. Approved to FGB 11.07.19 for information only