



## **SIMS Online Services - Parental Usage Policy**

*Please read this policy before completing and returning the Access Request Form to the school.*

This Policy applies wherever access to the Hagley Catholic High School SIMS Online Services (including the app) is provided. This policy applies whenever information is accessed through the Hagley Catholic High School SIMS Online Services. The policy applies to all parents\carers who make use of Hagley Catholic High School's SIMS Online Services (app).

### **Ownership and Administration of this Policy**

Hagley Catholic High School owns and administers the policy.

### **Objectives of Hagley Catholic High School SIMS Online Services Policy**

#### **Security**

This policy is intended to minimise security risks. These risks might affect the integrity of Hagley Catholic High School's data, the authorised SIMS Online Services user and the individuals to which the SIMS Online Services data pertains. In particular, these risks arise from:

- The intentional or unintentional disclosure of login credentials to the Hagley Catholic High School SIMS Online Services by authorised users.
- The wrongful disclosure of private, sensitive, and confidential information.
- Exposure of Hagley Catholic High School to vicarious liability for information wrongfully disclosed by authorised users.

#### **Data Access**

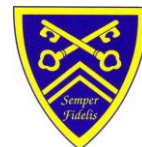
This policy aims to ensure all relevant aspects of the Data Protection Act (2018) and Fair Processing Policy are adhered to.

This policy aims to promote best use of the SIMS Online Services to further the communication and freedom of information between Hagley Catholic High School and parents\carers.

### **SIMS Online Services Usage Policy Rules**

#### **SIMS Online Services Users**

The SIMS Parent app/portal enables communication between the school and the parent, sharing pupil information regarding school attendance, school reports, homework tasks and school timetables all at the convenience of a phone, tablet or PC.



Hagley Catholic High School's SIMS Online Services 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.

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 parental usage policy access request form. A copy of the form will be held by the school for audit purposes.

Requests for access to the SIMS Online Services must be made to Hagley Catholic High School using the SIMS Online Services parental usage policy **access request** form.

### **Personal Use**

Information made available through the SIMS Online Services 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 Online Services 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 the SIMS Online Services in any environment where the security of the information contained in the SIMS Online Services may be placed at risk.

### **Password Policy**

You must assume personal responsibility for your account details. Never use anyone else's username or password.

Logins are linked to your existing Google / Microsoft or Facebook accounts. If you do not have one of these already set up, please do not be tempted to use anyone else's.

### **Questions, Complaints and Appeals**

SIMS Online Services users should address any complaints and enquiries about the SIMS Online Services to Hagley Catholic High School. by email:  
tlgsupport@hagleyrc.worcs.sch.uk

Hagley Catholic High School reserves the right to revoke or deny access to SIMS Online Services 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 Online Services usage policy

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 Online Services access is not available Hagley Catholic High School will still make information available according to Data Protection Act Law.



## Access Request for SIMS Online Services

Users have a responsibility to safeguard personal data and any potential misuse of the system or failure to adhere to any of the rules/guidelines listed in this policy will result in access being removed to the SIMS Online Service.

Names of Children at the School:

Tutor Group:

Child A: \_\_\_\_\_

\_\_\_\_\_

Child B: \_\_\_\_\_

\_\_\_\_\_

Child C: \_\_\_\_\_

\_\_\_\_\_

Child D: \_\_\_\_\_

\_\_\_\_\_

I agree to the terms and conditions of the Hagley Catholic High School SIMS Online Services - Parental Usage Policy.

Please tick **one** of these three boxes:

- I am happy for both parents / carers of my child / children to have access to this data.
- We have already established separate arrangement for data communication between the school and parents / carers. \*
- We would like to discuss our needs to establish separate arrangements for each parent / carer before logins are issued. \*

Parent / Carer 1	Parent / Carer 2
Name:	Name:
Email:	Email:
Signature:	Signature:
Date:	Date:

*(A valid email address is compulsory in order to facilitate activation code invites)*

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*\* If appropriate, please add any further information here / overleaf:*

**General Data Protection Regulations:** The school processes information in accordance with Data Protection Law. The school has a duty to protect this information and to keep it up to date. The lawful basis for the school to process personal data is contained in its privacy notice.

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