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# *Rathfriland High School*

76 NEWRY STREET  
RATHFRILAND, NEWRY  
CO. DOWN, BT34 5PZ

Principal: Mr I Matthews, MEd., BEd.(Hons), PQH (NI)

## **SIMS Parent App - Usage Policy**

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

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

Rathfriland High School owns and administers the policy

### **Objectives of Rathfriland High School's SIMS Parent App Usage Policy**

### **Security**

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

- The intentional or unintentional disclosure of login credentials to Rathfriland High School's SIMS Parent app system by authorised users.
- The wrongful disclosure of private, sensitive and confidential information
- Exposure of Rathfriland 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 (GDPR) 2018 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 Rathfriland High School and Parents/Guardians.

### **SIMS Parent App Usage Policy Rules for Authorised Users**

Rathfriland High 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, by submitting the 'Data collection for SIMS Parent App' form on the school website. This submission must confirm your legal responsibility for the pupil(s) currently attending the school. The school reserves the right to request additional documentation in order to confirm your status as parent/guardian.

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 'Data Collection for SIMS Parent App' form. Requests for access to the SIMS Parent App system must be made to Rathfriland High School using the SIMS Parent App 'Data collection for SIMS Parent App' form on the school website.

### **Personal Use**

Information made available through the SIMS Parent App is confidential and protected by law under the Data Protection act (2018). Therefore:

- Users must not distribute or disclose any information obtained from the SIMS parent App 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 where the security of the information contained in SIMS parent App may be placed at risk, for example, an internet café or public place.
- Users must not transfer information from the SIMS Parent App to any form of portable media, such as pen drives or by electronic means, such as email without the express permission of the school.

### **Password Policy**

- You must assume personal responsibility for your username and password. Never use anyone else's username and password.
- You must always keep your individual username and password confidential. These usernames and passwords should never be disclosed to anyone. Passwords and usernames should never be shared.

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

SIMS Parent App users should address any complaints and enquiries about the SIMS Parent App to Rathfriland High School by email: [info@rathfrilandhigh.rathfriland.ni.sch.uk](mailto:info@rathfrilandhigh.rathfriland.ni.sch.uk) or telephone: 02840630374

Rathfriland High 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 in breach of the SIMS Parent App Usage Policy

If any Child Protection concerns are raised or disputes occur, the school will revoke access for all parties concerned.

Note: Where SIMS Parent App access is not available Rathfriland High will still make information available according to GDPR and the Data Protection Act (2018).

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