



SIMS Parent App Acceptable Usage Policy 2020-21

This Policy applies wherever access to the St Ciaran's College SIMS Parent App management system interface is provided.

This policy applies whenever information is accessed through the St Ciaran's College SIMS Parent App, (whether the computer equipment/device used is owned by St Ciaran's College or not) and applies to all those who make use of the School's SIMS Parent App Service.

Ownership and Administration of this Policy

St Ciaran's College owns and administers the policy.

Objectives of St Ciaran's College SIMS Parent App Acceptable Usage Policy Security

This Policy is intended to minimise security risks which might affect the integrity of St Ciaran's College'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 St Ciaran's College SIMS Parent App system, by authorised users.
- The wrongful disclosure of private, sensitive, and confidential information;
- Exposure of St Ciaran's College to vicarious liability for information wrongfully disclosed by authorised users

Data Access

This Policy aims to ensure all relevant aspects of the General Data Protection Regulations (GDPR) 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 St Ciaran's College and Parents/Guardians.

SIMS Parent App Acceptable Usage Policy Rules

Authorised SIMS Parent App Users

St Ciaran's College's SIMS Parent App system is provided for use only by persons who are legally responsible for pupil(s) currently attending the school. Access and requests for Access is granted only on condition that the individual formally agrees to the terms of this Policy, by returning a signed copy of the agreement, which will be held by the School for audit purposes.

Personal Use

Information made available through the SIMS Parent App system is confidential and protected by law under the General Data Protection Regulations (GDPR).

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 the SIMS Parent App system in any environment where the security of the information contained in the SIMS Parent App system may be placed at risk e.g. a cybercafé

Password Policy

You must assume personal responsibility for your individual user name and password and always keep it confidential. Never use anyone else's username or password.

Your individual username(s) and password(s) should never be disclosed to anyone. Passwords and user names should never be shared.

In some instances, users may be given the right to change the SIMS Parent App password from the one originally issued by the school. If this is the case, the following rules must be followed:

- Passwords must be at least 6 characters in length
- Passwords must contain characters from 3 of the following 4 categories:
 1. English uppercase characters (A to Z)
 2. English lowercase characters (a to z)
 3. Base 10 digits (0 to 9)
 4. Non-alphabetic characters (for example %, \$, ¥)

Passwords must not be similar to your own name or username.

Questions, Complaints and Appeals

SIMS Parent App users should address any complaints and enquiries about the SIMS Parent App system to St Ciaran's College by email:

info@stciaransballygawley.org or telephone: **028855 68640**

St Ciaran's College reserves the right to revoke or deny access to the SIMS Parent App 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 this SIMS Parent App acceptable 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 Parent App access is not available, St Ciaran's College will still make information available according to the General Data Protection Regulations.

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.

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I formally agree to the terms of this policy:

Mother's/Carer's name (PRINT)

Father's/Carer's name (Print)

Mother's/Carer's name (SIGN)

Father's/Carer's name (SIGN)

Date: _____

Date: _____

Pupil's name _____

Form Class _____

Pupil's name _____

Form Class _____

Pupil's name _____

Form Class _____