



# Durham Johnston

## SIMS PARENT APP ACCEPTABLE USE POLICY

1	<b>SUMMARY</b>	To ensure all relevant aspects of the Data Protection Act (2018) and associated legislation are adhered to and promote best use of the SIMS Parent App in facilitating effective communication between the school and parents / carers.			
2	<b>RESPONSIBLE PERSON:</b>	Strategic Lead for ICT			
3	<b>APPLIES TO:</b>	All users of the SIMS Parent App			
4	<b>GROUPS/ INDIVIDUALS WHO HAVE OVERSEEN THE DEVELOPMENT OF THIS POLICY:</b>	Headteacher			
5	<b>VERSION:</b>	1.0			
6	<b>AVAILABLE ON:</b>	<b>Staff Shared Drive</b>	Yes	<b>Website</b>	Yes
7	<b>RELATED DOCUMENTS:</b>	ICT Policy Data Protection Policy GDPR Privacy Notice			
10	<b>DATE OF IMPLEMENTATION:</b>	January 2020			
11	<b>DATE OF NEXT FORMAL REVIEW:</b>	August 2020			

**DOCUMENT CONTROL**

<b>Date</b>	<b>Version</b>	<b>Action</b>	<b>Amendments</b>

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## **1. Aims & Objectives**

- 1.1 Ensuring all relevant aspects of the Data Protection Act (2018) and associated legislation is adhered to.
- 1.2 Minimising security risks. These risks might affect the integrity of Durham Johnston Comprehensive 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 Durham Johnston Comprehensive School's SIMS Parent App by authorised users
  - the wrongful disclosure of private, sensitive, and confidential information
  - exposure of Durham Johnston Comprehensive School to vicarious liability for information wrongfully disclosed by authorised users
  - the unintentional provision of incorrect information such as a 'guessed' email addresses which may not work, but at worst, could actually belong to someone else
- 1.3 Promoting best use of the SIMS Parent App in facilitating effective communication between the school and parents / carers.

## **2. Policies statement**

- 2.1 This Policy applies:
  - wherever access to the Durham Johnston Comprehensive School's SIMS Parent App is provided
  - whenever information is accessed through the Durham Johnston SIMS Parent App, whether the computer equipment used is owned by Durham Johnston Comprehensive School or not
  - to all those who make use of Durham Johnston Comprehensive School's SIMS Parent App

## **3. Rules for Authorised Parent App Users**

- 3.1 Durham Johnston Comprehensive School's SIMS Parent App is provided for the exclusive use of persons who are legally responsible for a student/students currently attending the school.
- 3.2 Use of the system assumes that users have read the SIMS Parent App Privacy Statement.
- 3.3 Access is granted on the condition that you formally agree to the terms of this policy.
- 3.4 The school will establish legitimate right to access information for pupils named on the SIMS Parent App access request form.
- 3.5 A copy of the access request form will be held by the school for audit purposes.

- 3.6** Requests for access to the SIMS Parent App must be made to Durham Johnston Comprehensive School using the appropriate form available from the school.

#### **4. Personal Use**

- 4.1** Information made available through the SIMS Parent App system is private and confidential and protected by law under the Data Protection Act 2018.
- 4.2** Registered users must not distribute or disclose any information obtained from the SIMS Parent App to any person(s), with the exception of the student to whom the information relates or to other adults with parental responsibility for that student.
- 4.3** Users should not access the SIMS Parent App in any environment where the security of the information may be placed at risk e.g. public WiFi , cybercafé etc.

#### **5. Protecting your access credentials**

- 5.1** All users assume responsibility for ensuring that their personal access details to the SIMS App remain confidential. Access details should never be disclosed to any other individual. Users must not attempt to access the system using any other persons' details. **If any user believes that their account credentials may have been compromised they should advise the school immediately.**
- 5.2** Users accept liability for any potential misuse of the system and/or breach of the Data Protection Act, which occurs as a result of failing to adhere to guidelines and requirements detailed in this document.
- 5.3** Failure to adhere to this policy and/or Data Protection regulations will result in withdrawal of access rights and, in certain circumstances, may result in criminal proceedings.
- 5.4** Durham Johnston Comprehensive School reserves the right to revoke or deny access to the SIMS Parent App for any user at any time.
- 5.5** In the event of safeguarding concerns or disputes, the school will revoke access for all parties concerned pending full investigation.
- 5.6** Where SIMS Parent App access is not available, Durham Johnston School will continue to make relevant information available as required via the Data Protection Act 2018.

#### **6. Queries**

- 6.1** For any query regarding SIMS Parent App, please contact the school.
- Email: [school@durhamjohnston.org.uk](mailto:school@durhamjohnston.org.uk)
  - Telephone 0191 384 3887.