

# **AYLSHAM LEARNING FEDERATION SIMS PARENT ACCEPTABLE USE PROCEDURE**

## **Objective**

This procedure is intended to minimise the risk of unauthorised access and use of data held by the schools in the Aylsham Learning Federation (hereafter called 'the schools') SIMS Management Information System whilst promoting best use of the SIMS Parent to further the communication and freedom of information between the schools and parents/carers, aiming to ensure all relevant aspects of the current data protection regulations are adhered to.

## **Potential Risks**

The main intention of the procedure is the reduction of risk relating to the integrity of data:

- held by the schools;
- accessed by authorised SIMS Parent users; or
- about individuals to which the SIMS Parent data applies.

Specifically, these risks arise from:

- the intentional or unintentional disclosure of login details (username and/or passwords) to unauthorised parties; or
- the wrongful disclosure of private, sensitive, and confidential information.

## **Procedure Application**

1. This procedure applies wherever access to the schools' SIMS Parent management system interface is provided.
2. This procedure applies whenever information is accessed through the schools' SIMS Parent, whether the digital equipment used is owned by the schools or not.
3. The procedure applies to all those who make use of the schools' SIMS Parent service.

## **Authorised SIMS Parent Users**

The schools' SIMS Parent system is provided for use only by persons who are legally responsible for students/pupils/children currently attending the schools. The authorising member of school staff must confirm that there is a legitimate entitlement to access information for one or more students/pupils/children in line with information stored in the SIMS system.

This procedure will be stored on the schools' website in the parents section and by activating their account and by using SIMS Parent, users thereby agree to abide by both the letter and the spirit of the procedure.

The schools reserve the right to revoke or deny access to the SIMS Parent 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 the SIMS Parent usage procedure.

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

## Use of the SIMS Parent

Data made available through the SIMS Parent system is confidential and protected by law under the current data protection regulations. To that aim:

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

## Third Party Account Details Procedure

- Users will select a third party provider to access their account using the account details for this provider.
- Users must assume personal responsibility for security of usernames and passwords which must always be kept confidential.
- These usernames and passwords should **never** be disclosed to anyone. Passwords and user names should never be shared except between those with parenting responsibility.

## Questions, Complaints and Appeals

If SIMS Parent users have any complaints or enquires about the schools' SIMS Parent system, they should contact the appropriate Federation school for their child.

John of Gaunt Infant and Nursery School:

[simsparent@johngaunt.norfolk.sch.uk](mailto:simsparent@johngaunt.norfolk.sch.uk) 01263 732844

Bure Valley School:

[simsparent@burevalley.norfolk.sch.uk](mailto:simsparent@burevalley.norfolk.sch.uk) 01263 733393

Aylsham High School:

[simsparent@aylshamhigh.norfolk.sch.uk](mailto:simsparent@aylshamhigh.norfolk.sch.uk) 01263 733270

If you have children over more than one setting within the Federation then you will need to contact all of the schools individually.

**Please note:** *Where SIMS Parent access is not available the schools will still make statutory information available to those with parental responsibility as required.*

***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.***