

Friends' School Lisburn SIMS Parent App Acceptable Use Policy

This Policy applies wherever access to Friends' School Lisburn SIMS Parent App system interface is provided. The Policy applies whenever information is accessed through the Friends' School Lisburn SIMS Parent App, whether the computer equipment is owned by Friends' School Lisburn or not. The Policy also applies to all those who make use of the Friends' School Lisburn SIMS Parent App service.

Ownership and Administration of this Policy

Friends' School Lisburn owns and administers the Policy.

Objectives of Friends' School Lisburn SIMS Parent App Acceptable Use Policy

Acceptable Use of the SIMS Parent App – All Users:

- Access to the SIMS Parent App is a privilege, not a right.
- Users are responsible for their behaviour.
- Conditions of use are respected; any breach of the conditions of use may lead to withdrawal of a user's access.

Security

This Policy is intended to minimise security risks. These risks might affect the integrity of Friends' School Lisburn'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 Friends' School Lisburn SIMS Parent App system by authorised users.
- The wrongful disclosure of private, sensitive and confidential data.
- Exposure of Friends' School Lisburn to vicarious liability for information wrongfully disclosed by authorised users.

Data Access

This Policy aims to ensure all relevant aspects of the GDPR and Data Protection Act (1998) are adhered to, in line with the Privacy Notices which are available on the school website.

This Policy aims to promote best use of the SIMS Parent App system to further the communication and freedom of information between Friends' School Lisburn and parents/guardians.

SIMS Parent App Acceptable Use Policy Rules

Friends' School Lisburn 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 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.

Requests for Access to SIMS Parent App must be made to Friends' School Lisburn using the SIMS Parent App Parental Access Form. Your signature on this form must confirm your legal responsibility for the pupil(s) currently attending the School. The School reserves the right to request additional legal documents to confirm parental/guardian entitlement.

Personal Use

Information made available through the SIMS Parent App system is confidential and protected by law under the GDPR and Data Protection Act (1998). 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 SIMS Parent App in any environment 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 or 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 system to Friends' School Lisburn, by email:

office@friends.lisburn.ni.sch.uk or telephone: 028 9266 2156.

Friends' School Lisburn 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, Friends' School Lisburn will still make information available according to GDPR and Data Protection Act (1998).

Users are liable for any potential misuse of the system and/or breach of the GDPR and Data Protection Act (1998) that may occur as a result of failing to adhere to any of the rules/guidelines listed in this document.

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