



The Sims Parent App – easy access to important school information

Dear Parent/Guardian,

We have a convenient new way of sharing information with you about your child's school life. Soon you will be able to access our new parent app. The information that you receive through the app will help you to stay up-to-date with your child's daily school life as well as helping you to support your child's development and progress. You can access the system from a smartphone, tablet or PC, anytime, anywhere.

What will you find in the SIMS Parent App?

- Important information such as attendance, behaviour, achievement and home learning
- Your child's school report.

To access the Sims Parent App you will need to receive an invitation from school. Please read the enclosed Acceptable Usage Policy. To confirm that you accept the policy, please sign and return the slip at the bottom of this letter to the main school office in a sealed envelope. Please include your email address on the reply slip. Once we have received your signed reply slip you will receive an invitation via e-mail within 15 days. Please contact the school if you do not receive an email in the time stated.

The following information is important about your Sims Parent App account and the data that you will be able to access:

- Only parents/guardians with 'parental control' for a particular child are entitled to a SIMS Parent App for that child's data
- Only you (as the parent/guardian of a child), your child and authorised school staff can access this data about your child. A parent/guardian cannot see any contact information (e.g. home address, phone number, email address etc) about another parent/guardian or any child
- Your data and that of all children is managed by the school and is held securely on servers at the school. We take the security of this data very seriously and all sensible measures have been taken to safeguard this information
- **It is extremely important that you inform us of any change to your email address and other contact information.** Whilst we will always endeavour to keep up to date records through regularly asking for updates, St Wilfrid's will not be liable for any data breach if we have not been provided with accurate or current details from parents/guardians
- When you connect to Sims Parent App, data is transmitted across the Internet securely using security encryption

Getting started with the SIMS Parent App. When you receive an invitation from us via e-mail, simply click on the link from your tablet, PC or smartphone to activate your account.

- Log in using your normal **Facebook, Twitter, Google** or **Microsoft** username and password.
- From your smartphone or tablet, download the app from the 'Google Play' or 'Apple App store' and search for **SIMS Parent**.
- From a PC or Windows phone, login online at **www.sims-parent.co.uk**

Please note that your activation email is unique to you and should not be used by anyone else. If you require an additional login then please contact your school.

Your activation email will expire after 14 days if it is not used, please contact the school if you require a replacement after this date.

Yours faithfully



Elizabeth McGrath
Deputy Headteacher

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St Wilfrid's Sims Parent App Acceptable Usage Policy - Reply Slip
Please return to the main school office

I Parent/Guardian of:

Name: Form:.....

Confirm that I have 'Parental Control' and accept the Sims Parent App Usage Policy. I would like to receive an invitation to activate my account for the Sims Parent App System.

My e-mail address is:

Signature:Parent/Guardian



SIMS Parent App Acceptable Usage Policy

This Policy applies:

- wherever access to the St Wilfrid's SIMS Parent App is provided
- whenever information is accessed through the St Wilfrid's SIMS Parent App, whether the computer equipment used is owned by St Wilfrid's or not
- to all those who make use of St Wilfrid's SIMS Parent App

Objectives of St Wilfrid's SIMS Parent App Usage Policy Security

This Policy is intended to minimise security risks. These risks might affect the integrity of St Wilfrid'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 Wilfrid's SIMS Parent App by authorised users
- the wrongful disclosure of private, sensitive, and confidential information
- exposure of St Wilfrid's 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

Data Access

This Policy aims to ensure all relevant aspects of the new General Data Protection Regulations 2018 and Fair Processing Policy are adhered to. This Policy aims to promote best use of the SIMS Parent App to further the communication and freedom of information between St Wilfrid's and Parents\guardians.

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

St Wilfrid's SIMS Parent App is provided for use only by persons who are legally responsible for student(s) currently attending the school. Access is granted only on condition that the individual formally agrees to the terms of this policy.

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 SIMS Parent App Access Request Form. A copy of the form will be held by the school for audit purposes. Requests for access to the SIMS Parent App must be made to St Wilfrid's in writing using the appropriate form available from school or from the school website.

Personal Use

Information made available through the SIMS Parent App system is confidential and protected by law under the new General Data Protection Regulation 2018.

To that aim:

- 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 which the information relates or to other adults with parental responsibility
- Users should not attempt to access the SIMS Parent App in any environment where the security of the information contained in the SIMS Parent App may be placed at risk e.g. a cybercafe

Password Policy

You must assume personal responsibility for your access details. Never use anyone else's access details.

You must always keep your individual access details confidential. These access details should **never** be disclosed to anyone. Access details should never be shared.

It is recommended that:

- Passwords should be at least 8 characters (a-z, 0-9) in length
- Passwords should contain at least 1 number (0-9) and 1 capital letter (A-Z)
- Passwords should not be similar to your own name or username for example: **CButler123**

Questions, Complaints and Appeals

SIMS Parent App users should address any complaints and enquiries about the SIMS Parent App to St Wilfrid's by email or telephone. St Wilfrid's reserves the right to revoke or deny access to the 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 to be 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 pending investigation.

Please note: Where SIMS Parent App access is not available, St Wilfrid's will still make information available according to the new General Data Protection Regulation and law.

Users are liable for any potential misuse of the system and/or breach of the said regulations above that may occur as a result of failing to adhere to any of the rules/guidelines listed in this document.