

## Ballymena Academy SIMS Parent Acceptable Use Policy

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

### Ownership and Administration of this Policy

Ballymena Academy owns and administers the Policy.

### Objectives of Ballymena Academy SIMS Parent Acceptable Use Policy

Acceptable Use of SIMS Parent – All Users:

- Access to SIMS Parent 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 Ballymena Academy's data, the Authorised SIMS Parent User and the individuals to which the SIMS Parent data pertains. In particular, these risks arise from:

- The intentional or unintentional disclosure of login credentials to the Ballymena Academy SIMS Parent system by authorised users.
- The wrongful disclosure of private, sensitive and confidential data.
- Exposure of Ballymena Academy 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 system to further the communication and freedom of information between Ballymena Academy and parents/guardians.

### SIMS Parent Acceptable Use Policy Rules

The Ballymena Academy SIMS Parent 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; ***please note that by activating your SIMS Parent account, you are agreeing to these terms.***

## **Personal Use**

Information made available through the SIMS Parent 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 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 in any environment where the security of the information contained in SIMS Parent may be placed at risk, for example an internet café or public place.
- Users must not transfer information from SIMS Parent 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 users should address any complaints and enquiries about the SIMS Parent system to Ballymena Academy, by email: [simsparent@ballymenaacademy.org.uk](mailto:simsparent@ballymenaacademy.org.uk)

Ballymena Academy reserves the right to revoke or deny access to SIMS Parent 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 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 access is not available, Ballymena Academy 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.

October 2020