

October 2014

Dear Parent/Carer

I am writing to provide you with information to enable you to access SIMS Learning Gateway. This new online service allows you to see up to date information on your child.

You can access you child's attendance, achievement records, progress reports, can ensure that key information retained by the school (e.g. contact details) is correct and see what lessons your child has every day in their online timetable. ... amongst many other things.

To enable us to issue you with your secure username and password please read, accept (by signing) and return the attached Acceptable User Policy reply slip to Mrs V Brown. We aim to issue usernames and passwords within 10 days of receipt of your signed document – please call 0161 921 2300 or email stpatricks.rchighschool@salford.gov.uk if you do not receive a further letter with your password in that time.

The following is important information about your Online Account and the data that you will be able to access:

- Only *Parents or Carers* with 'parental control' for a particular child are entitled to a SIMS Learning Gateway account for that child's data. *Parents* without parental control are not allowed accounts and are not receiving this letter.
- Only you (as the Parent of a Child), your child and authorised school staff can access this data about your child. A *Parent or Carer* should see any contact information (e.g. phone number, email address etc) about another *Parent or Carer* or any child.
- Your data and that of all children is managed by the school and is held securely on servers at your child's school. We take the security of this data very seriously and all sensible measures have been taken to safeguard this information.
- When you connect to SIMS Learning Gateway, data is transmitted across the Internet securely using security encryption.
- You will be able to change your password at will to maintain the security of your account.

Please kindly read and return the Acceptable User Policy reply slip so that we can set-up your personal account set-up, at which point we will also provide you with guidance on you first access.

Yours sincerely



Mr V Brown
Office Manger

ACCEPTABLE USER POLICY

I confirm I have read the attached and agree to the terms of the policy.

Please provide me with my secure username and password to access SIMS Learning Gateway.

Parent/Carer Name:.....

Pupil Name:.....

Relationship to pupil:.....

Signed:

Date:

SIMS Learning Gateway Usage Policy

This Policy applies wherever access to the St. Patrick's RC High School SIMS Learning Gateway system interface is provided. This policy applies whenever information is accessed through the St. Patrick's RC High School SIMS Learning Gateway, whether the computer equipment used is owned by St. Patrick's RC High School or not. The policy applies to all those who make use of St. Patrick's RC High School's SIMS Learning Gateway Service.

Ownership and Administration of this Policy

St. Patrick's RC High School owns and administers the policy.

Objectives of St. Patrick's RC High School SIMS Learning Gateway Usage Policy

Security

This Policy is intended to minimise security risks. These risks might affect the integrity of St. Patrick's RC High School's data, the Authorised SIMS Learning Gateway User and the individuals to which the SIMS Learning Gateway data pertains. In particular these risks arise from:

- The intentional or unintentional disclosure of login credentials to the St. Patrick's RC High School SIMS Learning Gateway system by authorised users.
- The wrongful disclosure of private, sensitive, and confidential information;
- Exposure of St. Patrick's RC High School to vicarious liability for information wrongfully disclosed by authorised users

Data Access

This Policy aims to ensure all relevant aspects of the Data Protection Act (1998) and Fair Processing Policy are adhered to.

This Policy aims to promote best use of the SIMS Learning Gateway system to further the communication and freedom of information between St. Patrick's RC High School and Parents\Guardians.

SIMS Learning Gateway Usage Policy Rules

Authorised SIMS Learning Gateway Users

St. Patrick's RC High School's SIMS Learning Gateway 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 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 Learning Gateway Parental Access Request Form.

A copy of the form will be held by the school for audit purposes.

Requests for Access to the SIMS Learning Gateway system must be made to St. Patrick's RC High School using the SIMS Learning Gateway Parental Access Request Form.

Personal Use

Information made available through the SIMS Learning Gateway system is confidential and protected by law under the Data Protection Act 1998. To that aim:

- Users must not distribute or disclose any information obtained from the SIMS Learning Gateway 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 Learning Gateway in any environment where the security of the information contained in SIMS Learning Gateway may be placed at risk e.g. a cybercafé

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 user name and password confidential. These usernames and passwords should **never** be disclosed to anyone. Passwords and user names should never be shared.

In some instances users may be given the right to change the SIMS Learning Gateway password from the one originally issued by the school. If this is the case the following rules must be followed. Passwords must meet complexity requirements and the following are the minimum requirements:

- Be at least six characters in (a-z, 0-9) in length
- must contain at least 1 number (0-9)
- Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
- Contain characters from three of the following four categories:
 - English uppercase characters (A to Z)
 - English lowercase characters (a to z)
 - Base 10 digits (0 to 9)
 - Non-alphabetic characters (for example, !, \$, #, %)

Users are forced to change their password every 180 days & Users cannot use the previous 2 passwords when they change their password.

Questions, Complaints and Appeals

SIMS Learning Gateway users should address any complaints and enquiries about the SIMS Learning Gateway system to St. Patrick's RC High School. By email: stpatricks.rchighschool@salford.gov.uk or telephone: 0161 921 2300

St. Patrick's RC High School reserves the right to revoke or deny access to SIMS Learning Gateway 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 Learning Gateway 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 Learning Gateway access is not available St. Patrick's RC High School will still make information available according to Data Protection Act (1998) law.

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.