



Cookstown High School

Combined Grammar & Secondary School

SIMS Parent App/Parent Portal

Dear Parent or Guardian

SIMS Parent App and Parent Portal are forms of electronic communication between parents and Cookstown High School which will improve the efficiency and quality of our communication. These systems allow Parents or Guardians to log-on, via an App or a secure website using their choice of username and password to access information on:

- Attendance
- Achievement and Behaviour
- Academic Reports

You can access the Parent Portal from the school website by simply clicking the icon at the bottom of the Homepage.

A Parent App to further improve access to information is available. Please ensure we have an up-to-date email address by completing the form attached to this document. The Parent App is accessible from smartphones, tablet devices and computers. The App allows the school to communicate with Parents and Guardians by using alerts.

All academic reports will be available via the Parent App and the Parent Portal.

Parents are required to return a signed copy of the SIMS Parent App/Parent Portal Usage Policy, which is enclosed with this letter before access can be provided, via an email invitation.

In the event that have any difficulties accessing these systems please contact Mrs C Johnston, our ICT Technician on: **028 86763620**.

Yours faithfully,

Ian Matthews

Vice Principal, Curriculum

SIMS Parent App/Parent Portal - Usage Policy

This policy applies wherever access to Cookstown High School's SIMS Parent App/Parent Portal system is provided. This policy applies whenever information is accessed through Cookstown High School's SIMS Parent App or Parent Portal, whether the computer equipment used is owned by the school or not. The policy applies to all those who make use of Cookstown High School's SIMS Parent App or Parent Portal Service.

Ownership and Administration of this Policy

Cookstown High School owns and administers the policy

Objectives of Cookstown High School's SIMS Parent App/Parent Portal Usage Policy Security

This policy is intended to minimise security risks. These risks might affect the integrity of Cookstown High School's Data, the Authorised SIMS Parent App or Parent Portal User and the individuals to which the SIMS Parent App/Parent Portal data pertains. In particular, these risks arise from:

- The intentional or unintentional disclosure of login credentials to Cookstown High School's SIMS Parent App/Parent Portal system by authorised users.
- The wrongful disclosure of private, sensitive and confidential information
- Exposure of Cookstown High School to vicarious liability for information wrongfully disclosed by authorised users

Data Access

This policy aims to ensure all relevant aspects of GDPR and the Fair Processing Policy are adhered to.

This policy aims to promote best use of the SIMS Parent App/Parent Portal systems to further the communication and freedom of information between Cookstown High School and Parents/Guardians.

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

Cookstown High School's SIMS Parent App/Parent Portal 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 Parent App/Parent Portal Parental 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/Parent Portal system must be made to Cookstown High School using the SIMS Parent App/Parent Portal Parental Access Request Form.