

# Glenlola Collegiate School

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Headmaster: W E Thompson BSc MSc MEd PGCE PQH(NI)



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## The Sims Parent App and Web Site User Policy

### Personal Use

Information made available through the Sims Parent App 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 Sims Parent App 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 the Sims Parent App may be placed at risk e.g. a cybercafé.

### Password and Invitation Code Policy

As the Sims Parent App uses third party accounts such as Facebook, Google or a Microsoft account to log in, the responsibility for your log in details is yours. Never use anyone else's log in details. You must always keep your individual user name and password confidential. These usernames and passwords should **never** be disclosed to anyone. Log in details should never be shared and no member of the Glenlola Collegiate staff will ever ask for your password.

Any request for a new Invitation code or any problems accessing the app, Parents should email [info@glenlola.collegiate.bangor.ni.sch.uk](mailto:info@glenlola.collegiate.bangor.ni.sch.uk) from the email address they have registered with us. Some security questions may be asked before any new details are sent to the parent.

### Questions, Complaints and Appeals

Sims Parent App users should address any complaints and enquiries about Sims Parent App to the School by email [info@glenlola.collegiate.bangor.ni.sch.uk](mailto:info@glenlola.collegiate.bangor.ni.sch.uk) The School reserves the right to revoke or deny access to The Sims Parent App for 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: Users are liable for any potential misuse of the system and/or breach of the data protection act that may occur because of failing to adhere to any of the rules/guidelines listed in this document.

## Signatures required

Parent(s) and Guardian(s) – please enter the details of each person with parental responsibility that would like access.

**As all user details are emailed to your registered email address (below), it is vital we have a valid email address for each person requiring access.**

I \_\_\_\_\_ (Block Capitals)

Email Address \_\_\_\_\_

Signed \_\_\_\_\_ (signature)

I \_\_\_\_\_ (Block Capitals)

Email Address \_\_\_\_\_

Signed \_\_\_\_\_ (signature)

**Have read, understood and Agree to the acceptable use policy for the Parent App at Glenlola Collegiate School.**

My Child(rens) Names are (Block Capitals)

Surname \_\_\_\_\_ First name \_\_\_\_\_ Form \_\_\_\_\_

Surname \_\_\_\_\_ First name \_\_\_\_\_ Form \_\_\_\_\_

Surname \_\_\_\_\_ First name \_\_\_\_\_ Form \_\_\_\_\_

Surname \_\_\_\_\_ First name \_\_\_\_\_ Form \_\_\_\_\_

In case we need to contact you to help us validate your details please let us know: -

Your Current Phone number \_\_\_\_\_

Your Mobile Phone number \_\_\_\_\_