

Dear Parent/Carer

You may have heard about our updated Parent Platform which enables you to play an even greater part in monitoring your child's progress.

The Parent Platform and will allow you to access and check information about your child(ren) such as:

- Personal Details
- Attendance and punctuality records
- Behaviour and praise information
- School and exam timetables
- Teacher contacts
- Assessment and report data

Please note that only a LEGAL parent/guardian can be granted access to a child's data. If you would like to be set up to access the Parent Platform please fill in the slip below and return it to school marked for the attention of the Data Manager. You will be sent instructions on how to register in the post but, in order to ensure that we fulfil data protection guidelines, access will not be switched on until you confirm receipt of the instruction letter by email. If a second LEGAL parent/guardian requires a separate access please contact us for a second application form.

Please contact us at [parentplatform@ninestiles.org.uk](mailto:parentplatform@ninestiles.org.uk) or on 0121 628 1311 if you have any queries.

Yours sincerely



Tim Kilbride  
Assistant Principal

I would like to be set up with access to the Ninestiles Parent Platform and confirm that I have read and accept the terms and conditions stated in the Parent Platform Usage Policy available at:  
<http://www.ninestiles.org.uk/parentplatform>

(Please tick)

I confirm that I am the legal parent/guardian of:

Name \_\_\_\_\_ Year \_\_\_\_\_

Name \_\_\_\_\_ Year \_\_\_\_\_

Name \_\_\_\_\_ Year \_\_\_\_\_

Name of parent/carer (please print): Mr/Mrs/Miss/Ms\*  
\*Please tick one \_\_\_\_\_

Email \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **Ninestiles School, an Academy**

### **Parent Platform Usage Policy**

Note: Throughout this document the term 'Ninestiles School' refers to 'Ninestiles School, an Academy'.

This Policy applies wherever access to the Ninestiles School Parent Platform management system interface is provided. This policy applies whenever information is accessed through the Ninestiles School Parent Platform, whether the computer equipment used is owned by Ninestiles School or not. The policy applies to all those who make use of Ninestiles School's Parent Platform Service.

#### **Ownership and Administration of this Policy**

Ninestiles School owns and administers the policy. Link2ICT (a division of Service Birmingham) is responsible for managing Internet technology for Ninestiles School; Link2ICT manages the technology in compliance with this Policy.

#### **Objectives of Ninestiles School Parent Platform Usage Policy**

##### **Security**

This Policy is intended to minimise security risks. These risks might affect the integrity of Ninestiles School's data, the Authorised Parent Platform User and the individuals to which the Parent Platform data pertains. In particular these risks arise from:

- The intentional or unintentional disclosure of login credentials to the Ninestiles School Parent Platform system by authorised users.
- The wrongful disclosure of private, sensitive, and confidential information;
- Exposure of Ninestiles 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 the school Privacy Notice are adhered to. This Policy aims to promote best use of the Parent Platform system to further the communication and freedom of information between Ninestiles School and Parents\Guardians.

#### **Parent Platform Usage Policy Rules**

##### **Authorised Parent Platform Users**

Ninestiles School's Parent Platform 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 Parent Platform Parental Access

Request Form. A copy of the form will be held by the school for audit purposes. Requests for Access to the Parent Platform system must be made to Ninestiles School using the Parent Platform Parental Access Request Form.

### **Personal Use**

Information made available through the Parent Platform 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 Parent Platform 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 the Parent Platform system in any environment where the security of the information contained in the Parent Platform system may be placed at risk e.g. a cybercafe

### **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 password confidential. Passwords should **never** be disclosed to anyone. Passwords should never be shared.

### **Questions, Complaints and Appeals**

Parent Platform users should address any complaints and enquiries about the Parent Platform system to Ninestiles School.

by email: [parentplatform@ninestiles.org.uk](mailto:parentplatform@ninestiles.org.uk)

or telephone: 0121 628 1311.

Ninestiles School reserves the right to revoke or deny access to the Parent Platform system 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 Parent Platform 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 Parent Platform access is not available Ninestiles 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.*