

## Pupil's Wilma data visibility to a school nurse, curator and psychologist

Currently, pupil support staff (nurses, curators and psychologists) can see the pupil's name, date of birth, age, class, class teacher and the names and contact details of guardians in Wilma.

In order to give pupil support staff more access to student data, they need to be given additional rights. Additional rights allow the pupil's contact details (home address, phone number and email), the curriculum and assessments given, and pedagogical documentation. This information can be important for a pupil support worker to help a pupil in the most comprehensive way and to understand the pupil's situation in a broader context. Other information to be displayed includes participation in religious or alternative activities, publishing licenses and use of equipment.

### Giving additional rights in Wilma

Additional rights can only be given in Wilma on a computer (not possible in the mobile app). Log in to Wilma at <https://kuopio.inschool.fi/> and select "three dots" and "Forms/Lomakkeet" from the menu. Fill in the form "Add Wilma access for student services".

Please note the following rules:

1. If the pupil is under 12 years old:
  - The form to add Wilma rights is only visible to the pupil's guardian
  - Pupil`s guardian gives additional rights
2. If the pupil is over 12 years old and is unable to make independent decisions due to a serious disability:
  - The form to add Wilma rights is only visible to the pupil`s guardian
  - Pupil`s guardian gives additional rights
3. If the pupil is over 12 years old:
  - The form to add Wilma rights is only visible to the pupil
  - Additional rights given by the pupil himself/herself

As a guardian, please make sure that your child adds the rights himself/herself if he/she is 12 years old or older!

If the school's pupil support staff changes (e.g. a nurse), the outgoing person will lose visibility of the pupils' data. In this case, the new person have to be given additional rights again.

You can ask your child's teacher/class teacher for help in giving additional rights.