



PASSWORD CONTROL

PURPOSE

A great deal of sensitive and private data is stored in the school via the HRMS and CASES systems. All staff have the right of privacy with respect to their email and to ensure that correct usage is made of internet access by students in accordance with the school's internet access policy.

GOALS

- To ensure that the confidentiality of the CASES and Edupay systems are maintained.
- To ensure that the integrity and correct usage of email, internet and the school's curriculum server are maintained.

GUIDELINES AND IMPLEMENTATION

- The integrity of the Edupay system will be maintained by:
 - authorising only the Principal and Business Manager access to Edupay
 - The Principal and the Business Manager will have separate passwords that are known only to them
- The integrity of the CASES system will be maintained by:
 - the Principal and the Business Manager will have the highest level of access to CASES
 - other staff will have limited access to CASES data according to level of need
 - each staff member will have a password known only to them
- Knowledge of the school's relevant passwords will be limited to DEECD employees.
- Knowledge of the school's email password will be limited to the Principal and the Business Manager.
- Each staff member will have their own email password.
- Passwords will be recorded in such a fashion that they cannot be identified as such.
- Passwords will be changed on a regular basis.

EVALUATION

This policy will be reviewed on an annual basis to ensure that procedures are followed and monitored. Evaluation will be conducted by the Principal in consultation with the Business Manager.