

Responsible Use Agreement

Responsible Use Agreement

OneSchool provides Department of Education and Training employees with ability to access and record information about the students in their school/s. Security of information is a critical aspect of the application. Users must understand their role in maintaining the security of the data available in the application especially as the application is accessible from any computer with internet access.

Access

I understand access to the OneSchool application is through my OneSchool PIN.
I will maintain the privacy of my logon and PIN and ensure the PIN is not predictable.
If I store my PIN and logon, I will do so in a secure location and not display it near my computer.
I will not give access to my logon or PIN to another person.
If I leave my departmental computer, I will lock the screen so it cannot be accessed by others.
If using the application at school, home or in public, I will log out of the application whenever I leave the computer.

Data Security and Visibility

I will collect immediately any records or documents printed from the application.
I will print material using the print functionality provided through the application only and not print using the browser control.
I will ensure that no unauthorised person has visibility of on-screen information when I am using the application.

Professional Duty of Care

I understand the application is provided for my professional use as a Department of Education and Training employee and as such any misuse of the information may be an infringement of the Department's Code of Conduct.
I understand my obligations in regard to professionalism when entering data.

Agreement

I understand and agree to the above conditions.
I also will abide by any additional conditions established by my school.

Report Criteria
Collapse

Search Criteria

This report may contain personal, including sensitive, information regarding students or parents. If you save, print or share this report from the secured environment of OneSchool for yourself or a colleague, you are responsible for keeping it secured, e.g. apply password protection. (Do not leave it where it can be viewed by others; keep it securely stored; if kept on USB, do not treat carelessly, and dispose of securely). Failure to take these precautions may result in criminal prosecution (s.426, [Education \(General Provisions\) Act 2006](#)) or significant civil penalties ([Information Privacy Act 2009](#)).

Prior to using and/or disclosing this report (for example, providing a copy to a parent or an officer from another government department), you must ensure that you have lawful authority to do so. For guidance in this respect, speak to your supervisor (Principal) in the first instance.

Enrolment Status

Enrolment Status

Year level

Class

Student Family name Given names