

## Policy and Procedure Register updates – Summary of changes to: OneSchool access management and use procedure

<b>1. Reason for new/updated policy or procedure</b> <i>(select all that apply)</i>		
<input checked="" type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input type="checkbox"/> Other
A minor update has been made to the procedure – reducing the frequency of access reviews from quarterly to six-monthly and thereby reducing staff workload. This change has been supported by the introduction of a robust and reliable access level request & review processes.		
<b>2. Summary of changes</b>		
<ul style="list-style-type: none"> <li>All references to ‘quarterly reviews’ have been replaced with ‘six-monthly reviews’.</li> </ul>		
<b>3. Impacts to roles and responsibilities</b>		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input checked="" type="checkbox"/> Revised responsibilities <input type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
<b>Position title</b>	<b>Summary of change</b>	<b>Page #</b>
Approvers (ADG, State Schools - Operations, Regional Directors, Principals)	Now need to ensure reviews of OneSchool user access are conducted every six months, as opposed to quarterly.	2
<b>4. Communication and support for implementation</b>		
The change to the procedure will be promoted to schools and regional staff through a range of channels, including State Schools Update, OneSchool materials and homepage messages and through regions. The updates will also be communicated with other key stakeholders indicating this will result in a reduced workload for principals and school staff.		
<b>For further assistance, please contact:</b>		
<ul style="list-style-type: none"> <li>Your closest <a href="#">regional office</a>.</li> </ul>		