

Policy and Procedure Register updates

Summary of upcoming OneSchool access management and use procedure

1. Reason for new procedure

- Change to legislation/delegations Audit/review recommendation Due for review
 Change of policy/procedure requirements Other

The OneSchool access management and use procedure has been developed to provide a clear explanation and direction for departmental staff on a consistent process for the management of OneSchool user access, roles and responsibilities.

The procedure enhances accountability and transparency by articulating precise and consistent steps for the management of OneSchool user access, including initial provisioning of access, reviewing of access and deprovisioning.

2. Summary

The OneSchool user access request management process includes:

- Consistent and limited pathways for approval of OneSchool Access levels.
- OneSchool Administrator unable to access request from explicit approval from delegated officer.
- Requirement for access requests to be endorsed prior to approval from delegated officer.
- Requirement for user to justify access levels requested.
- School principals must now request access through Regional Director.
- Move from paper based request forms to a digital workflow.
- Requirement for Approvers to undertake a review of OneSchool user access each quarter.

3. Impacts to roles and responsibilities

3.1 Does the new content change staff roles/responsibilities *in any way*? Yes No

Revised responsibilities New/additional responsibilities Removed responsibilities

Position title	Summary of change	Page #
Regional Director	Approve OneSchool user access requests for School Principals.	Page 2 & 3
ADG, State Schools - Operations	Approve OneSchool user access requests for central office and Regional Directors.	Page 2 & 3
ARD	Verify that requested OneSchool access levels are appropriate and proportionate. Make recommendations to the Approver about access requests.	Page 2
Principal	Request user access from RD through ARD for final approval.	Page 2

All Approver level users	The Approver must review OneSchool user access each quarter.	Page 4
4. Communication and support for implementation		
<p>Significant consultation was undertaken by State School Operations throughout 2019, 2020 and 2021 with internal and external stakeholders, including Legal Services, Regional Directors, the Principal Advisory Committee, Principals' Associations, the QTU and the Together Union.</p> <p>All feedback received has been considered and where possible, incorporated into the final version.</p> <p>A communication plan has been drafted to support the promotion and implementation of the new documents to schools, regions and central office employees.</p> <p>The OneSchool Training team, Education Systems Engagement, Information Technology Branch are developing training to support the implementation of the policy and procedure. This training will:</p> <ul style="list-style-type: none"> • provide an overview of the procedure; • outline the practical implications of the procedure; and <p style="padding-left: 40px;">detail how the quarterly user access reviews are to be undertaken.</p>		
<p>For further assistance, please contact:</p> <p>Megan Boland Manager, State Schools – Operations 07 3034 5041 megan.boland@qed.qld.gov.au</p>		