

POLICY

ELECTRONIC STUDENT PROFILE

Responsibility of: Technology Information and Planning Services DET File: <TRIM file number>
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1 POLICY

An Electronic Student Profile (eSP) will be created for each student enrolled in a Northern Territory Government School. Access for parents to individual eSPs will be managed at the school level and must comply with this policy and the Electronic Student Profile Guidelines.

2 BUSINESS NEED

Australian governments and school education authorities have agreed to engage parents in planning their child's progress through school by providing them with the necessary information to understand and contribute to their child's education. This will enhance the ability of parents and students to make informed decisions about future learning and employment. Part of this commitment is for governments to develop protocols for the access to, and use of, information on schooling and how this is reported to parents.

A commitment has been made by the Northern Territory Government to introduce an online parent portal for government schools providing parent access to their child's enrolment, attendance and achievement information. This is known as the Electronic Student Profile (eSP). This policy and related guidelines outline the responsibilities and procedures for personnel who have access to eSPs.

3 RESPONSIBILITIES

School principal

It is the prime responsibility of the school principal to ensure that the Electronic Student Profiles are managed in accordance with departmental policy and guidelines and that all reasonable steps are taken to ensure the security of the systems and the information contained therein.

The school principal is responsible for appointing access delegate staff.

The school principal has responsibility for ensuring that school based staff who have access to eSPs understand that the information is personal and any unauthorized use or disclosure may be in breach of the Information Privacy Principles contained in the NT *Information Act*. Further information for staff is outlined in the Electronic Student Profile Guidelines.

Access delegate

Access delegates have a responsibility to ensure that they only issue access accounts to applicants with legitimate claims. They are responsible for ensuring the receipt of a signed Parent Application to Access Electronic Student Profile before issuing an access account. They are also responsible for immediately informing the school principal of any breaches of this policy or related guidelines.

School based staff

School based staff with access to eSPs have the responsibility to understand that the information is personal and any unauthorized use or disclosure may be in breach of the Information Privacy Principles contained in the NT *Information Act*. School based staff also have a responsibility to not disclose their User ID or password.

Corporate staff

Corporate staff with access to eSPs have a responsibility to understand that the information is personal and any unauthorized use or disclosure may be in breach of the Information Privacy Principles contained in the NT *Information Act*. Corporate staff also have a responsibility to not disclose their User ID or password.

Students

Students are responsible for compliance with the Acceptable Use Agreement for Early Years Students or Acceptable Use Agreement for Students (whichever is applicable) especially in ensuring that their User ID and password are not disclosed to others.

Parents

Parents are responsible for ensuring they comply with the conditions contained in the Parent Application to Access Electronic Student Profile form. Parents must not disclose their User ID or password.

4 DEFINITIONS

Access Delegate means the staff member(s) delegated with the responsibility to issue parent access account User ID and passwords.

Parent means any person (or persons) who have the actual custody of the child and the person with whom the child resides. This may include biological parents, grandparents, carers, uncles/aunties and other family members with whom the child may be residing at any given time.

Privacy means privacy with respect to personal information.

Electronic Student Profile is a collection of online information relating to a particular student. It may include details of enrolment history, attendance, achievements, certificates, awards and examples of work.

5 RELATED POLICIES

Data Access Policy
Privacy Statement for Staff
Records Management Policy
Acceptable Use Agreement for Early Years Students
Acceptable Use Agreement for Students
Use of Official Information

6 REFERENCE DOCUMENTS

- NT *Information Act*
- Guidelines to the Information Privacy Principles-edition 02 (Office of the Victorian Privacy Commissioner)
- Parent Application to Access Electronic Student Profile
- Privacy Statement for Staff

7 COMMUNICATIONS STRATEGY

This policy will be made available on the Department of Education and Training website.

8 REVIEW

This policy will be reviewed at least every two years.

9 GUIDELINES/PROCEDURES

The Electronic Student Profile Guidelines provide further detail about processes and documentation.