



## Policy on use of Education Management Software

### St. Peter's National School

In St. Peter's National School, we use the Aladdin Software package as part of our every day Education management. This policy sets out why we use it, who can access the data, when we use it and how we use it. This policy should be read in conjunction with the school's Data Protection Policy.

#### **Why?**

It allows staff to access information on pupils quickly, it streamlines attendance recording, it reduces paperwork, improves planning, simplifies reporting and gives the Principal up to date information on all children in the school.

#### **Who has access to the data?**

Teachers have access to information solely relevant to their classes/children on their brief. Information inputted stays on the child's file and moves from year to year, as children move class. The School Secretary acts as one of the administrators to the school site and has access to the pupil's personal details, which sometimes have to be changed. The school secretary does not have access to the educational files relating to the children.

The School Principal and Deputy Principal have access to all files on the school site: both personal details and educational files relating to the children.

Access to our electronic database for email communications is restricted to the School Principal, Deputy Principal and Secretary.

## When it is used?

We use the Aladdin software on a day to day basis in our school. All mainstream teachers are instructed to fill in the daily attendance between 8:50 and 9.10 a.m.

Circular 33/15 it states *'If schools use an electronic system for recording attendance of pupils, schools no longer need to also maintain the Leabhar Rolla in hard copy format, subject to such electronic system meeting certain minimum requirements as set out in Appendix 1 of this Circular.* (iii) If they use an electronic system for recording attendance of pupils, they may use that system as an alternative to the Department's excel version of the Leabhar Tinrimh Laethúil that is available on the Department website, subject to such electronic system meeting certain minimum requirements as set out in Appendix 1 of this Circular.

"Allow for legitimate updating of records outside of the normal timeframes for same e.g. a power cut on a given day might prevent a school from updating its data on that day. It is recognised that access to an electronic system may not always be possible (for technical or other reasons) at the time when required and that from time to time, it may be necessary to input data records (such as the roll call) to the system at a later stage when such access is restored. However, the system must provide that where data entries are made outside of the normal timeframes (e.g. after the normal period allowed for roll call) the system user concerned must be required to input the reason for same and that all such late entries are clearly identifiable and distinguishable (e.g. by the records being displayed in a different colour from others) from other records. In any case where data entries are made outside of the normal timeframes, the school is required to print and retain a copy of same and this must be made available to the Department if requested."

## How we use it?

- We use the electronic roll section as part of our daily attendance duty as detailed in Circular 33/15. This is mandatory and has replaced the Leabhar Rolla.
- Under school policy, all late arrivals (Any child who arrives after 9.10 am) and early collections must be entered into the Aladdin site. Class teachers enter late arrivals.
- All notes relating to major disciplinary matters must be entered on the Aladdin site. This can relate to issues in the yard and in the classroom. Teachers keep short notes on any meetings they have with parents throughout the school year.

- We use the Software to report on children's progress throughout the school year.
- We use our electronic database in order to communicate information to parents and generally for day to day communications on matters solely relating to the operation of the school.

### Can Parents access their child's information?

Upon a written request, parents can gain a paper record of their child's attendance records, academic records and personal data. Written requests must be made to the school Principal or the Chairperson of the Board of Management.

### Use of the Noticeboard feature

All staff can send messages to each other relating to educational/school matters using the noticeboard feature. Policies that are being updated and reviewed will be sent using this facility and can then be downloaded onto staff laptops.

### NEWB/TUSLA returns

The software will be used to maintain NEWB/TUSLA returns. It is important therefore that reasons for children's absences are maintained accurately.

### Annual Census

The Software will be used to fill out the Annual Census, which is mandatory. It is vitally important that all data on the school site is accurate as it used to fill in the Annual Census form, which cross checks information on previous years returns.

### Ratification and Review

Signed: Rod. Lye  
Chairperson, Board of Management

Signed: RB  
Principal

Date: 13 June 2019