Policy and Procedure Register updates – Summary of changes to:

OneSchool access management and use procedure

1. Reason for new/updated policy or procedure *(select all that apply)*

☒ Change of policy/procedure requirements	☐ Audit/review recommendation

☐ Change to legislation/delegations	☐ Due for review	☐ Other

Introduction of a digital workflow for Central Office OneSchool access level reviews in alignment with the access level request workflows introduced earlier into schools and regions. Central Office access levels will now be reviewed through a digital workflow, replacing the current manual process.

2. Summary of changes

Procedure process step 4 (from middle of p. 5):

- Removed "For schools and regions" to reflect the introduction of consistency of the review process across school, regional office and Central Office locations.

- Replaced "about changes that may be required" with "about whether users should retain their current access levels" to clarify the nature of the decision required of an Approver in the review process.

3. Impacts to roles and responsibilities

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

If yes, select the type of change: *(select all that apply)*

☒ Revised responsibilities	☐ New/additional responsibilities	☐ Removed responsibilities

Position title	Summary of change	Page #
Review Delegates (Line Managers), Endorsers (Line Managers) and Approvers (Senior Accountable Officers – Central Office & RDs)	Will make review decisions and progress them through the OneSchool access review digital workflow instead of through Excel spreadsheets in Content Manager.	Procedure p.3 Procedure p.3

4. Communication and support for implementation

The change to the procedure will be communicated initially to Senior Accountable Officers and RDs by email (ADG DI&SS), training videos for staff in the offices of the Senior Accountable Officers, and subsequently to all corporate staff by ConnectED and a DoE News items.

For further assistance, please contact:

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