ACT Government | Education

# SCHOOL ADMINISTRATION SYSTEM (SAS)

# USER ACCESS PROCEDURE

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This procedure must be read in conjunction with the [ACT Government Acceptable Use of Technology Policy](#) and [ACT Government Cyber Security Policy.](#)

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**School Administration System (SAS) User Access Procedure (00014/1)** is the unique identifier of this document. It is the responsibility of the user to verify that this is the current and complete version of the document, available on the Directorate's website at [http://www.education.act.gov.au/publications_and_policies/policy_a-z](http://www.education.act.gov.au/publications_and_policies/policy_a-z).

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## 1. Overview

1.1. These procedures set out the responsibilities of the ACT Education Directorate (the Directorate), its staff and School Administration System (SAS) administrators to regularly review the system to ensure that access is only available to staff with a business need.

1.2. These procedures must be read in conjunction with the [ACT Government Acceptable Use of ICT Resources Policy](#) and [ACT Government Cyber Security Policy](#).

## 2. Rationale

2.1. These procedures support the Directorate's commitment to safeguarding student and staff information such as academic records, personal data and financial management details, from unauthorised access, ensuring compliance with the ACT privacy principles outlined in the [Information Privacy Act 2014](#).

2.2. The purpose of these procedures is to:

- provide ACT public school (schools) students, parents, school staff and the Education Support Office (ESO) with guidance on how to allocate appropriate access based on roles and responsibilities; and

- mitigate security risks by implementing access controls that reduce the likelihood of unauthorised access, data breaches and malicious activities within SAS.

## 3. Procedure - Managing Access to SAS

3.1. Users will usually be assigned one role group and may be assigned one or more functional groups, depending on their responsibilities. For example, an executive teacher also manages school reports would be assigned the role-based group *Executive Teacher* with the functional group *RepoCoord*.

3.2. The [SAS Permissions and Role Based Access Quick Reference Guide (QRG)](#) contains an overview of the available permission groups and should be read before staff request access.

3.3. Control of AD groups is managed by the Digital, Data and Technology Solutions (DDTS) group of the Chief Minister, Treasury and Economic Development Directorate (CMTEDD).

3.4. Access to SAS is either granted to school staff or to Education Support Office (ESO) staff by setting membership in Active Directory (AD) groups.

3.5. SAS groups are either role-based or functional.

- Role-based groups are tailored to specific roles, e.g., Principal, Teacher, or Front Office staff. Role-base groups reflect roles in schools and ESO business areas.

- Functional groups give access to specific functions e.g., *RepoCoord* is for staff who need to setup up academic reports.

## 4. Procedure - Granting Access to SAS

4.1. Bulk staff transfer access are completed each January through the following steps:

- People and Performance provide CMTEDD DDTS new and transferred staff details which is used to assign and review role-based and functional groups, with approval provided by school Business Managers.

- CMTEDD DDTS update the Active Directory SAS groups according to their roles (*teacher, principal, psychologist etc*).

4.2. Individual user access requests are made by completing the CMTEDD DDTS OneGov Service Centre forms.

- Existing staff: Network and Folder Access – Modify.
- New staff: Network and Folder Access – New/Create.

4.3. The approving manager must have the designation outlined in the SAS Permissions and Role Based Access QRG.

4.4. CMTEDD DDTS will update the Active Directory SAS groups according to the approved request.

## 5. Procedure - Modifying Access to SAS

5.1. Individual user access modification requests can be made by completing one of these DDTS OneGov Service Centre forms.

- Existing staff: Network and Folder Access – Modify.
- New staff: Network and Folder Access – New/Create.

5.2. The approving manager must have the designation outlined in the SAS Permissions and Role Based Access QRG.

5.3. CMTEDD DDTS will update the Active Directory SAS groups according to the approved request.

## 6. Procedure - Revoking Access to SAS

6.1. School staff are required to log a request to remove access via the DDTS OneGov Service Centre forms.

- Existing staff: Network and Folder Access – Modify.

6.2. The approving manager must have the designation outlined in the SAS Permissions and Role Based Access QRG.

6.3. CMTEDD DDTS will update the Active Directory SAS groups according to the approved request.

## 7. Procedure - Reviewing Access to SAS

7.1. SAS Access Groups are reviewed each school term.

- Digital, Strategy, Services and Transformation arrange with CMTEDD DDTS User Access reports for each school which are distributed for school and ESO review.
- Schools are required to within 20 business days to advise if the list is correct or if any changes are required.
- The approving manager must have the designation outlined in the SAS Permissions and Role Based Access QRG.
- CMTEDD DDTS are required to action any approved changes.
- Staff are granted access according to their roles (*teacher, principal, psychologist etc*).

## 8. Procedure – Parents Access to SAS (Parent Portal)

8.1. Granting access

- School Parent Portal Administrators grant parents access to Parent Portal.
- Any student contact can be granted access to Parent Portal, this is a decision of the schools based on contact permissions and school knowledge of the household.

- Access levels have been created to ensure parents may only view information that is aligned to their contact permissions. Contact permissions are determined from the enrolment application and subsequent parent requests or court orders.

  Access levels:

  1. All features.
  2. No absences.
  3. No academic reports.
  4. Custom access – used when access levels 1-3 are not suitable.

- Parents are invited via email to create a Parent Portal account. This email contains a link to the ACT Digital Account and an access key to be used once the Parent Portal account is created.

- Parents create a Parent Portal account via the ACT Digital Account which manages ID validation for new accounts and authentication for regular logins.

- Parents add the access key to their account to view student information.

- The access key limits the information a parent can view based on the access level for each student. Different information may be visible for different students.

8.2. Modification

- If a parent's access needs to be modified, the Parent Portal Administrator can manage this within SAS. Examples of access needing modification include:

  o Court orders – parents are only able to receive specific information about their child.

  o The 'Do Not Contact' contact permission is updated to 'Yes'. Parent Portal access is automatically removed. Schools can override this if custom access is required.

8.3. Removal

- Parent Portal administrators may remove a parent's access by revoking their access keys. The parent will still have a Parent Portal account but will not be linked to a school or student. Access keys will be revoked for inactive students and when required by a court order.

## 9. Contact

9.1. The **Executive Branch Manager, Chief Information Officer, Digital Strategy, Services and Transformation is** responsible **for this procedure.**

9.2. For support contact **Digital Strategy, Services and Transformation Branch** by telephone on **(02) 6207 7935** or via email at [dsst@act.gov.au](mailto:dsst@act.gov.au)

## 10. Feedback

10.1. Any feedback about this procedure, should be raised with the procedure owner. Refer to Contact information above.

## 11. References and Definitions

11.1. Definitions

- BCT: Bulk Creation/Transfer

- CMTEDD: Chief Minister, Treasury and Economic Development Directorate

- DDTS: Digital, Data and Technology Solutions group in CMTEDD
- DSST: Digital Strategy, Services and Transformation branch in Education
- ESO: Education Support Office
- QRG: Quick Reference Guide
- SAS: School Administration System

## 12. Legislation
- *Education Act 2004*
- *Information Privacy Act 2014* (ACT)

## 13. Related Policies and Documents
- *ACT Government Acceptable Use of ICT Resources Policy*
- *ACT Government Cyber Security Policy*
- *Education Directorate Privacy Policy*
- *SAS Permissions and Role Based Access QRG*