

From the Manager

Work has continued to ensure that SIS meets the needs of schools throughout 2009. The Term 3 upgrade will see changes to the Reporting to parents software to comply with both policy and a range of suggestions and requests from users. The timetabling module has some significant changes all of which have been suggested or requested by users. In addition, a field trial is currently underway of the new Exam Scheduler module. It is anticipated that this module will be deployed to all schools in the Term 1 2010 release.

We are continuing to see an increasing uptake of the Lesson Attendance Module now that schools are required to submit an Attendance Audit. The audit process is a very quick process provided the School Diary has been set up correctly from the start. By far, the largest number of support calls received in relation to the Attendance Audit have been associated with problems with the setup of the School Diary. If schools ensure that public holidays and School Development Days are entered prior to the start of the school year then most schools can complete the Attendance Audit in under 5 minutes.

The Semester 2 Census demonstrated just how important it is to maintain student details. On behalf of the Department, I would like to express thanks to all school based staff for their ongoing efforts to ensure that both student and staff details are maintained.

Handy hints, tips and a range of Fact Sheets are available on the SIS website www.det.wa.edu.au/education/sis. If anyone has any tips or tricks that they would like to pass on to other users, we would be only too happy to include them in a future *eFile* or on our website. Please email your thoughts to sisadmin.ict.co@det.wa.edu.au

Once again thank you for your part in the successful use of SIS in your school.

Russell King
Manager
Student Information Management System (STIMS)

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SIS Reporting to Parents Semester 2 2009

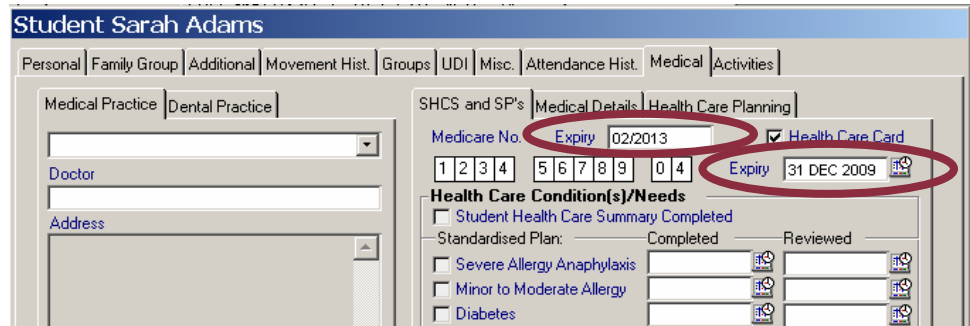
- Changes to Reporting Requirements
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Administration Manager 6.90.21– What's New?

STUDENT MEDICAL DETAILS

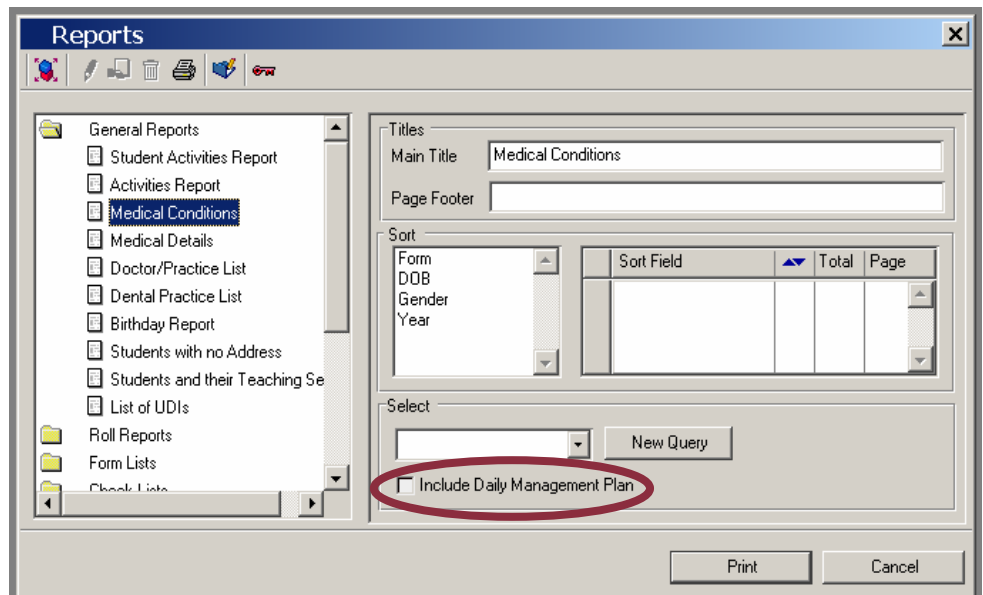
Two new fields have been added to the Medical Details tab, Medicare **Expiry** and Health Care Card **Expiry**.



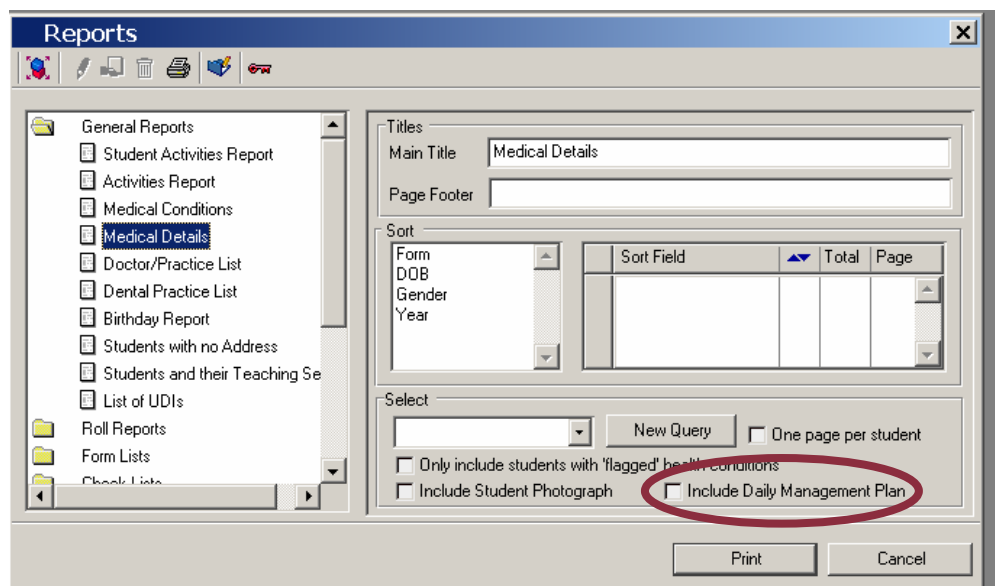
The screenshot shows the 'Medical Details' tab for a student named Sarah Adams. Two new fields are highlighted with red circles: 'Medicare No. Expiry' with the value '02/2013' and 'Health Care Card Expiry' with the value '31 DEC 2009'. Other fields include 'Medicare No.', 'Health Care Card', and 'Health Care Condition(s)/Needs' with checkboxes for 'Severe Allergy Anaphylaxis', 'Minor to Moderate Allergy', and 'Diabetes'.

MEDICAL REPORTS

A new checkbox, *Include Daily Management Plan*, has been added to the Medical Details screen and the Medical Details Report.



The screenshot shows the 'Reports' window with 'Medical Conditions' selected in the left-hand tree. In the 'Select' section, a new checkbox labeled 'Include Daily Management Plan' is highlighted with a red circle. Other options include 'Form', 'DOB', 'Gender', and 'Year'.



This screenshot shows the 'Reports' window with 'Medical Details' selected in the left-hand tree. In the 'Select' section, the 'Include Daily Management Plan' checkbox is highlighted with a red circle. Other options include 'One page per student', 'Only include students with 'flagged' health conditions', and 'Include Student Photograph'.

Administration Manager 6.90.21– What's New?

STUDENT UPDATE FORM

The Student Update Form reports generated from both the Admin and WA Reports modules have been extended to include the following fields from the Medical section:

- Ambulance Cover
- Medic Alert
- Medic Alert Condition
- Medicare Number
- Health Care Card

AD-HOC REPORTING

A number of new medical fields have been made available to Ad-Hoc Reporting.

- Medicare Number
- Ambulance Cover
- Permission to call Doctor
- Permission to Administer First Aid
- Medic Alert
- Medic Alert Condition
- SHCS Received
- SHCS Completion Date
- Student Health Care Summary Completed
- SHCS Review Date
- SHCS to be Shared
- SHCS if not shared who will be informed
- Medicare Number Expiry Date
- Health Care Card Expiry Date

Integris 6.90.21 Term 3 2009 Release Notes are available on the STIMS website at <http://det.wa.edu.au/education/sis/>

SIS Administration Manager - 2009 End of Year Process

Access to the Administration Manager 2009 Year End Fact Sheet is now available on the STIMS website at <http://det.wa.edu.au/education/sis/EOYprocess.htm>. Each year the fact sheet is updated with new steps and processes.

Changes to this year's fact sheet include:

- Term Dates for 2010 (Step 5)
- Updates to lock Report Data in Curriculum Formal Reports (Step 12)
- Additional information to assist with managing leaving students (Step 9)
- Details on how to set up the New Attendance Year in Lesson Attendance (Step 23)

Retaining records for future reference at your school (Step 11)

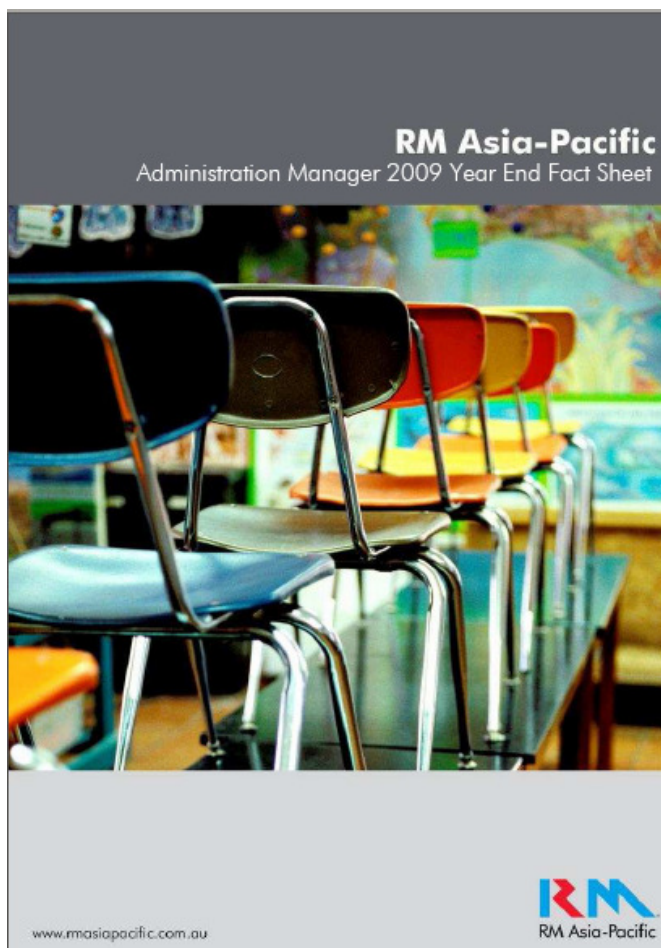
SIS is not designed to track a student's Form from one year to the next. To assist schools to retain this information it is recommended that hard copy reports be printed and filed for future reference.

Purge Leavers

Schools are reminded that they must not purge leaving student records. All left students should remain on the Former Roll.

Support

If you have any questions relating to any of the Steps in this year's fact sheet please contact the Customer Service Centre on 9264 5555 (metropolitan callers) and 1800 012 828 (country callers).



Exam Scheduler V1.00 Field Trial

As a consequence of the introduction of an ever expanding number of Courses in Years 11 and 12, and following a number of requests from schools, the exam planning functionality is being replaced with an entirely new module. The new module is currently being field trialled in a number of schools and plans are in place for deployment to all schools in Term 1 2010.

The module has three key components:

- Exam Schedule Setup;
- Exam Timetable Management; and
- Reports.

Exam Schedule Setup

The Exam Schedule Setup will allow a user to enter the key parameters required to define and populate an exam “week” (see Figure 1). These include:

- Schedule parameters (dates, days, number of exam sessions/day);
- Required Subjects or Courses;
- Required Rooms;
- Required supervisors (internal and external); and
- External Supervisors

Examination Schedule Setup - Suspended for Exams Test

Definition | Schedule | Subjects | Rooms | Supervisor

Clone Previous Exam Schedule Examination Schedule Title Suspended for Exams Test

Date/Days
Exam Start Date 24 AUG 2009 No. of Days for Exams 10

Details
TT Year 2009 Schedule School Year - 2009 Cycle Perth DHS

Days to be used for Exams
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

Maximum Group Size 125

Required Grids
n/s
8 2009
Duty 2009
9 2009
10 2009
11/12 2008

OK Cancel

Figure 1: Exam Schedule Setup Window

Exam Timetable Management

Exam Timetable management is handled in a window that is, in some ways, a cross between the Grid Modelling and Timetabling windows in the Timetabling module. It allows schools to generate an exam solution, manually move and manage exam subjects, allocate staff and rooms and manage student placement in rooms (see Figure 2). The key functions are summarised below:

- Exam schedule grid generation;
- Subject/Course placement;
- General and exam specific notes;
- Vacancy checks;
- Conflicts checks;
- Room Allocation;
- Class relocation to accommodate exams function; and
- Supervisor allocation;

The screenshot shows the 'Examination Timetable Management' window. The title bar includes a checkbox for 'Suspended for Exams Test', a 'Generate' button, and a 'Hide Rooms' checkbox. The main area is a table with columns for Day/Date, Time, Group Size, and subject/room details.

Day/Date	Time	Group Size		
Monday 24/08/09	Session 1 08:40 11:50	116	ENGLISH 2A 2AENG (90)	12 ECONOMICS E304 (26)
		Room 1	Classroom 22 1. 2. V. Abbot* 3. B. Atwell*	Classroom 25 1. 2. 3.
		Room 2	Classroom 23 1. 2. 3.	
		Room 3	Classroom 24 1. 2. 3.	
		Room 4		
Monday 24/08/09	Session 2 12:45 15:25	54	ENGLISH 3A 3AENG (54)	
		Room 1	Classroom 22 1. 2. 3.	
		Room 2	Classroom 23 1. 2.	

Figure 2: Exam Timetable Management Window

Exam Reports

All reports will be available in a separate reports folder as per standard SIS functionality in a separate folder but some reports will also be available in relevant windows. The standard reports include:

- Exam Requirements Report;
- Exam Timetable by Day and Time Report;
- Exam Timetable by Subject Report;
- Exam Timetable by Room Report;
- Student Exam Balance Report;
- Student Exam Timetable Report;
- Individual Supervisor Roster Report;
- Individual Room Change Report; and
- Student Listing for Exam Report.

Key Dates For The School Diary in 2010

The Customer Service Centre gets a large number of support calls that relate directly to errors in the setup of the School Dairy. It is critical when setting up the School Diary in SIS for 2010 that the term dates are entered correctly. Errors in the School Diary will have an impact on the accuracy of Lesson Attendance data and on the timetable in secondary schools using the Timetable Module.

In particular, many schools that have set up the School Diary early, often forget to update the Diary with School Development Days and Public Holidays once these are known.

Term dates may be accessed from the Department's website:

<http://www.det.wa.edu.au/education/termdates/future.html#2010>

Public Holidays may be accessed at the following website:

<http://www.det.wa.edu.au/education/termdates/holidays.html>

As of the publication of this newsletter, School Development Day dates have not been confirmed. Staff are advised to check the Ed-e-Mail for notification of these dates and update the School Diary as soon as they are announced.

NOTE: When establishing the Terms in the School Diary, ALL Terms MUST begin on a Monday and the days where students are not required to attend are marked as public holidays or School Development Days as appropriate.

The 2010 dates are summarised on the following page and are accurate as of Friday 28 August, 2009:

Key Dates For The School Diary in 2010 (cont.)

Term 1, 2010	
Monday 1 February – Thursday 1 April	
Students Return	Monday 1 February
School Development Days	TBA

Term 2, 2010	
Monday 19 April – Friday 2 July	
Students Return	TBC
School Development Days	TBA

Term 3, 2010	
Monday 19 July – Friday 24 September	
Students Return	TBC
School Development Days	TBA

Term 4, 2010	
Monday 11 October – Thursday 16 December	
Students Return	TBC
School Development Days	TBA

The dates described are accurate as of Friday 28 August 2009.

The Public Holidays for 2010 are:

PUBLIC HOLIDAY	DATE
New Year's Day	Friday 1 January
Australia Day	Tuesday 26 January
Labour Day	Monday 1 March
Good Friday	Friday 2 April
Easter Monday	Monday 5 April
Easter Tuesday	Tuesday 6 April
ANZAC Day (Holiday)	Monday 26 April
Foundation Day	Monday 7 June
Queen's Birthday	Monday 27 September
Christmas Day (Holiday)	Monday 27 December
Boxing Day (Holiday)	Tuesday 28 December

NOTE: The Public Holidays falling during term have been highlighted in green.

Using SIS for Semester 2, 2009 Reporting to Parents

Curriculum Manager 2.9 is being rolled out to schools from Week 6 of Term 3. The *Curriculum Manager Version 2.9 Release Notes* document outlines changes to Curriculum Manager and is accessible from the SIS Curriculum [website](#).

Changes to Reporting to Parents Requirements

Ongoing collaboration between the Department and the State Schools Teachers' Union of Western Australia (SSTUWA) has resulted in the parties reaching a shared position on a number of matters related to Reporting to Parents requirements.

Changes incorporated in Semester 2, 2009 include the following:

1. Attitude, Behaviour and Effort descriptors
 - a. Attitude, Behaviour and Effort descriptors have been reduced from 10 to 8 on the secondary report template.
 - b. Attitude, Behaviour and Effort descriptors have been reduced from 17 to 8 on the primary report template.
 - c. The 8 Attitude, Behaviour and Effort descriptors are consistent on both the primary and secondary report templates.
2. Attitude, Behaviour and Effort scale
 - a. The Attitude, Behaviour and Effort scale has been changed to the following four point scale.
 - Consistently
 - Often
 - Sometimes
 - Seldom
3. Student Effort
 - a. *Curriculum Manager 2.9* provides the ability for primary school teachers to report student 'effort' within the context of a learning area.
 - b. The secondary template remains the same.

Half Day Absences display

Number of half day absences is now displayed for 'Semester' and 'Year' on the Primary and Secondary FR report templates.

Primary Template

Number of half-day absences:	Semester	0	Year	14
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Secondary Template

Number of half-day absences:	Semester	0	Year	2
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Using SIS for Semester 2, 2009 Reporting to Parents

Updated Community Service Reporting Requirements

The completion / non completion print option has been removed from the print options for Semester 2, 2009.

Schools may continue print cumulative service hours on Year 10 reports.

Community Service Program

Community Service gives students opportunities to learn about and contribute to their community. Service hours can be counted from Year 10 and will be recorded on the Western Australian Certificate of Education (WACE) at the end of year 12.

Hours of community service completed: 25

Report Folders and Cover Pages

The Department will provide schools with report folders and cover sheets with individual school logos for Reporting to Parents Semester 2, 2009. These will be sent to schools early in Term 4.

Some schools have indicated that on the basis of environmental considerations, workload or school management processes, they no longer require report folders to be provided.

Schools can request **not** to receive report folders by providing an email to the following Reporting to Parents email address: ReportingToParents.OCS.CO@det.wa.edu.au

Schools should also advise if they have recently adopted a new school logo to ensure correct school logos are placed onto the report cover sheets.

Where required, please provide this information by the end of Term 3.

Student Information Export and Import

Curriculum data, including monitoring and evaluation records can be exported and imported between schools. For further information, fact sheets can be found on the STIMS data transfer [site](#).

For further assistance with *Curriculum Manager* set up please contact **Customer Service Centre (08) 9264 5555 (metropolitan) or 1800 012 828 (regional)**.

Managing Security of SIS

It is critical that schools ensure, at all times, that their data and network are secure. Department policies and guidelines on security and access should be observed at all times to minimise the risk that student and staff data does not enter the public domain through inappropriate or illegal means.

A number of schools have not changed the SCHADM account password from the default setting when they first started using SIS. As a consequence, dozens of people, many of whom no longer work at the school know the SCHADM password and could access confidential data if they were to gain access to the school network.

Password protection is one of the most important principles of network, application and e-mail security. All SIS users are assigned a separate user ID and associated password for access to, and to provide security for the software and data.

A lack of strong password management practices could affect the integrity and security of the school SIS data leading to unauthorised access to, theft or corruption of student records, highly sensitive staffing information and/or financial fraud.

The Department has very clear and easy to follow guidelines for maximising the security of data and workstations.

The Department recommends a number of basic security practices:

- Ensure your workstation or laptop is screen locked in your absence from your work area. This can be done by selecting and holding down the Ctrl, Alt and Del keys simultaneously. This will bring up the Windows Security Window. Select the Lock Computer button. This will lock the workstation until the Users password is re-entered.
- When leaving your work area for an extended period of time, including overnight, screen lock, log off or close down your workstation.
- Avoid changing passwords on a Friday, the last day of the week (or school term) or prior to public holidays because there will be a greater chance you will forget it by the next working day. Historically, Monday is usually the busiest day for the Customer Service Centre, mostly due to password resets.
- Common dictionary words are not to be used.
- If you cannot remember your password, it is acceptable to record a hint regarding your password such as a year, a number or maybe initials which indicate the version you are currently using.

Never write down and leave on display or secrete in an easily identifiable location your actual password/s or reveal what method you are using to generate your passwords.

Ever lost your wallet or purse? Remember the sense of vulnerability you felt? The same applies when your password is stolen. Someone could be creating an online identity, opening new credit cards, applying for mortgages, chatting online disguised as you and you wouldn't know it until it was too late. Sometimes a strong password is the only barrier between hackers and a series of potentially harmful operations.

Users should note some DET applications require the first character of a password to be an alpha character. If you have difficulty changing your password and have a number as the first character, change it to a letter. If it still does not work, then call the Customer Service Centre on extension 5555 (internal) or 9264 5555 (external).

Managing Security of SIS

Stronger passwords could include:

- Upper and lower case; even stronger with special characters eg &, %, \$.
- Not contain easily identifiable personal information.
- Not use any part of the account identifier (username, login ID, etc).
- Meaningful to you.
- Kept secret.
- Changed every 30 days.

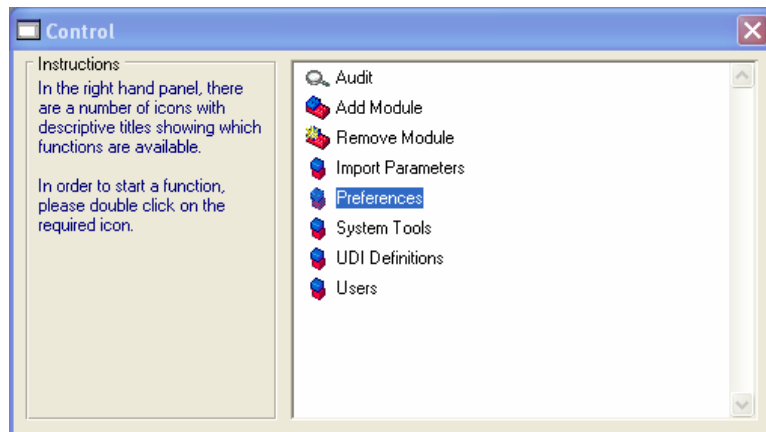
Having a sound method to version control your password is possibly one of the most important aspects of Password Management. Characteristics of an excellent method include the ability to:

- Update your password using completely new characters.
- Easily remember how the new password was generated.
- Carry out the process quickly.
- Use the same procedure in excess of twenty times without repeating the creation of a previous password.

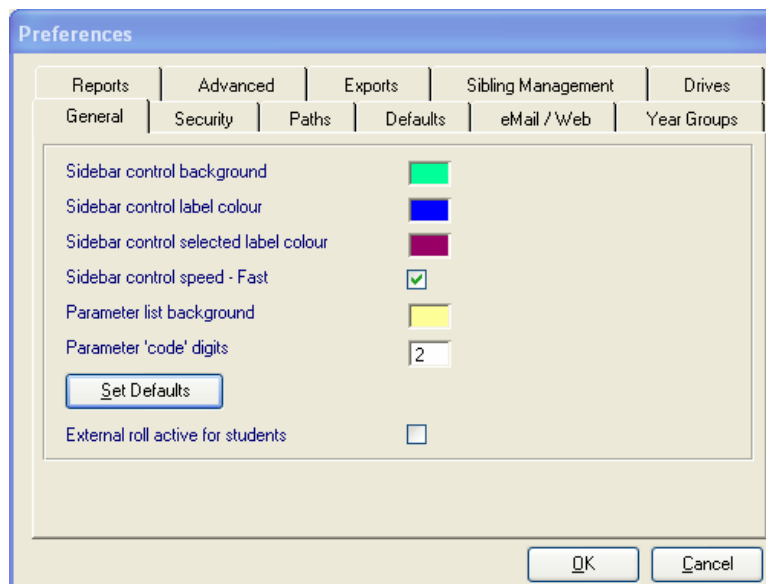
Some examples of ways in which a strong password can be generated are given at the end of this article.

Currently most schools have password security in SIS set to the minimum available. This can be improved to more closely meet DET standards in the following way:

1. In the General Toolbar, select Control and Preferences.

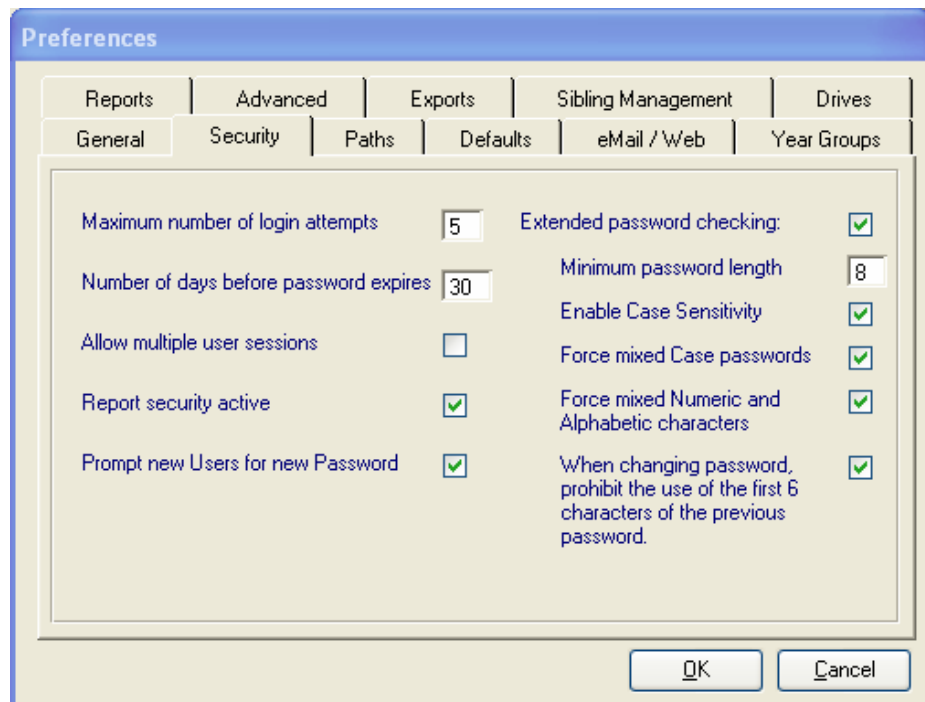


2. Double Click on Preferences.



Managing Security of SIS

Select the Security Tab.



Select the following settings

- Change the *Maximum login attempts* to 5. This brings it in line with DET policy.
- Tick *Extended password checking*.
- Set the number of days before password expires to 30. This will require all users to change their password every 30 days and brings it in to line with DET policy.
- Set the minimum password length to 8. This will force users to use a reasonably hard to guess password and aligns it with DET policy.
- Tick *Enable Case Sensitivity*. This will allow users to include capitals in their password.
- This will allow you to tick *Force mixed Case passwords*. This will require users to include at least one capital and one lower case letter in their password and brings it into line with DET policy.
- Tick *Force mixed Numeric and Alphabetic characters*. This requires users to use a mix of letters and numbers and aligns with DET policy.
- Tick *Prompt new Users for new Password*. This will require users to change their password when they first log on to SIS in line with DET policy.
- Tick *When changing password, prohibit the use of the first 6 characters of the previous password*. This ensures that the User selects a different password each time.

Click on OK.

Managing Security of SIS

The following scenarios detail different strategies for creating strong passwords which can be customized to each user's situation. Keep your strategy for creating a secure password confidential.

Passwords based on names or initials:

Select a family member or friend's initials and birth year (but not your own);

Sarah Jessica Frazier Parker **sjfp.**
 Now include the year she was born **1962.**
 New stronger password **s1j9f6p2** or **19sjfp62.**

Passwords based on an address:

Select an address of someone you know (but not your own);

271 Alexander Parade, Dianella becomes **apd271** or **2apd71.**
 A stronger password would be **2aPd71** (combination of upper and lower case).
 Even stronger again would be **@2aPd71** (non alpha-numeric character included).

Passwords based on songs.

Select a line from your favourite song or a song title.

"Walking on sunshine" becomes **wos** or **Wos.**
 Add the four numbers of when the song was written – 1985.
 New stronger password is **19Wos85** or **1W9o8S5.**

Passwords based on a phrase:

Pick a favourite phrase, one that means something to you.

"Fool me once shame on you fool me twice shame on me".
 Include numbers such as which letter you are selecting from each word to generate the password and the time of day when you created it.
 Therefore a new stronger password using the first letter of each word up to six letters would be "**fmosoy**" plus number of the letter you select, which is 1, and time you updated password. Hence "**1fmosoy1015**" is created.

Next version based on names or initials:

Your existing password was **s1j9f6p2** or **19sjfp62** using the name Sarah Jessica Frazier Parker.

When required to update your password select the next older or younger family member and once again include the year they were born.

Next version based on an address:

Your existing password was **apd271** or **2apd71** using the address 271 Alexander Parade, Dianella.

When required to update your password select the address of another family member or friend who lives further away.

Next version based on songs.

Your existing password was **19Wos85** or **1W9o8S5** from the song title "Walking on sunshine" written in 1985.

When required to update your password select the next song title from the album.

Next version based on a phrase:

Your existing password was **1fmosom1015** from the phrase; "Fool me once shame on you fool me twice shame on me".

When required to update your password select the next letter in the sequence and the new time when you updated your password.

Contacts and Support

Customer Service Centre

Telephone: 9264 5555 Metropolitan schools
1800 012 828 Regional schools
Email: customer.service.centre@det.wa.edu.au

SIS Training

Telephone: 9264 4517
Online Booking: <http://secureapps.det.wa.edu.au/stimscse/>

SIS Administration Support Team

Web: <http://www.det.wa.edu.au/education/sis/>
Email: sisadmin.ict.co@det.wa.edu.au

SIS Curriculum Support Team

Web: <http://www.det.wa.edu.au/sis/detcms/portal/>

SIS Finance Support Team

Web: <http://www.det.wa.edu.au/education/finance/finance/sis.html>

SIS VET Support Team

Web: <http://www.vetinfonet.det.wa.edu.au/home/>
Click on the Resources and Support Link

SIS Manuals and Training Notes

SIS manuals are available through Help in Integris.

Alternatively, manuals and current training course notes can be found by clicking on the link below:

[RM Asia-Pacific Manuals and Training Documents](#)