

EDUCATION MANAGEMENT SOFTWARE POLICY

In Scoil Mhuire, Clondra, we use the Aladdin Software package as part of our everyday education management. We purchased this software in August 2015 and now use it as our primary tool for taking and recording attendance and storing pupil personal and family information. The Aladdin system also allows teachers to record late arrivals/early collection, notes relating to major disciplinary matters, homework issues or meetings with parents. Children's progress throughout the school year can also be recorded.

This policy sets out the features of the software, how it is used, access to the data, when we use it and how we use it.

Features of the Package

The Aladdin Software package streamlines attendance recording, reduces paperwork, simplifies reporting and allows staff to access information on pupils quickly. It also allows administration and management staff to access up-to-date information on all children in the school. Messages can be sent between staff relating to educational/school matters using the noticeboard feature. Additional features of the software allows an exchange of information with the Pupil Online Database which can aid reporting to the Department of Education, completion of the National School Annual Census and Tusla quarterly and annual returns. The software can also be used to generate Summer Reports. We have signed up to Aladdin Connect for the 2023-24 school year to trial extra features of the Aladdin package which include: parent-teacher meeting scheduling, submission of permission notes and absence/sick notes online and assigning homework to children online.

Access to the data

All teachers have access to the information on children in their classes only. This also applies to learning support teachers and resource teachers. Information inputted on children stays on the child's file and moves from year to year as children move class. The principal and school secretary act as administrators to the school's Aladdin site and have access to the pupil's personal details which sometimes have to be changed. The school principal has access to all files on the school site: both personal details and educational files relating to the children.

How the Aladdin System is used

We use the Aladdin software on a daily basis in our school. Circular 33/15 states that

If they 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 as set out in Appendix 1 of this Circular.

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.

All mainstream teachers are instructed to fill in the daily attendance before 10:30a.m. When it is not possible to fill in attendance before that time (due to power cut, internet failure, etc) the classroom teacher or principal will input records as soon as possible. These attendance sheets will be printed out and retained in accordance with Department of Education and Skills guidelines:

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.”- If you cannot access the software during the day please update your class attendance at break times.

At the end of each term the attendance sheet must be printed out and placed in a folder which will be kept in the principal's office.

Teacher absences

When a teacher is absent the principal will get the daily attendance and input the data. This also applies to late arrivals and early collections.

Parents' access to 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 relating to educational/school matters using the noticeboard feature. Policies which are being updated and reviewed can be shared using this facility and can then be downloaded onto staff laptops.

Review

This policy was brought to the staff and Board of Management in November 2015 and will be reviewed every three years or as the need arises. Reviewed in 2017, November 2020. This review takes place in January 2024. Next review 2027.

RATIFICATION

This policy was ratified on _____

Ms Mary Duignan, Chairperson, Board of Management, Scoil Mhuire, Clondra, Co. Longford.