

Information Technology policies and procedures

Passwords

- Keep passwords confidential, and do not use the same password across accounts.
- Understand your digital footprint and exercise caution and confidentiality.
- Never leave your departmental laptop or screen unlocked or available to others, adults or students.
- Do not log other people on to your emails or screens.
- Recognise the signs of a phishing attempt: poor grammar, a suspicious sender, urgent call to action to click a link or attachment, or an unsolicited request for a payload or credentials.
- Be extra vigilant about the websites you visit, links you click and attachments you open.
- Report suspicious online activity.
- Be aware that DOE usage of emails and web activity are monitored and breaches reported to the Principal.

Digital information storage

Teachers hold Department issue Laptops for Teachers. Other staff have access to a laptop or desktop computer.

No information that might have any private details included, regarding staff or students, is ever stored on computer hard drives, external drives, UBS drives, etc.

From time to time, staff may take photographs or videos of students engaged in learning activities for other professional reasons. Images are transferred to the school server or OneSchool the same day and deleted from the external device.

Departmental equipment if signed out through the BSM using an EQ 11 form. The officer holding the equipment is responsible to ensure that it is not lost or stolen, by not leaving it in a motor vehicle, near an open window or door at home, etc., and ensuring that all steps are taken to ensure its safety and security.

Microsoft Office 365

All Queensland state school teaching staff and students can download multiple free copies of the latest Microsoft Office 365 to their personal home computers and mobile devices. Non-teaching school staff will need a licence assigned to their account prior to installation. Any staff member who has previously installed Office will have the licence already, but those who have not installed it previously will need to log a request to Service Centre to obtain a subscription prior to installation. Please use the online form at the Service Catalogue Online or call the Service Centre on 1800 680 445. The below installation method is only to be used on devices which do not have the MOE build installed. Do not follow these directions to install Office on a MOE device. For further details, go to [How to download and install Microsoft Office 365 to a Windows computer](#)

G Drive

The school shared drive known as G Drive can be found under Data (G:) > Coredata and then the relevant folder needed by the given officer for their professional use.

Please note this can only be accessed when on the school grounds.

Data on the school server is backed up daily using a departmental tape drive system and managed by the BSM. For this reason, please never store or save files on a computer hard drive as these are not backed up and make theft or unauthorised access to the files possible. This would be a breach of the Code of Conduct.

OneDrive

As part of the DoE Office 365 software, Departmental employees have access to OneDrive.

When we log on, the OneDrive icon appears, enabling us to save and share files – read only, edit, etc. Ask if you need help with using OneDrive, which is a much more efficient and effective way of transferring and sharing files than the more old-fashioned use of a server, and using email attachments.

School Calendar

A school calendar is prepared by the principal in partnership with teachers, the P and C Association, School Council, and taking note of departmental requirements. The calendar is published to staff and families in digital form.

Included are

- Term dates
- Day 8 student census
- Departmental download and other due dates
- Public Holidays
- Dates negotiated regarding due dates for parent meetings, ICPs, reports
- Meetings – staff, workplace health and safety committee, P and C Association, School Council
- Training dates e.g., medical training, Snoezelen training, capability development sessions as negotiated or requested
- Art Show
- Harmony Day concert
- Music/Dance performances for both campuses
- Fun Run
- Acquittal dates for grants and related events if applicable
- Mother's Day and Father's Day stalls
- P and C events e.g. Bunnings BBQ
- Camps
- Fun Friday themes
- Any known leader or staff absences for training or extended leave (privacy noted).

2026 Calendar Queensland State Schools

[2026 school calendar](#)

Rolls

Arrival and departure rolls are marked by the school leader or teacher rostered on. Teachers mark student attendance rolls on OneSchool by 9.30 am and 1.30 pm. The administration officer checks OneSchool rolls for absent students and audits against absences already advised by parents/carers. Phone calls are made to parents where absence is unexplained and OneSchool entries adjusted to state the correct reason for absence. Students with no notified reason for absence are advised to the Principal by 10 am with priority given to students in the care of the state, as per Department policy.