

Scoil Cholmáin, Corkbeg, Whitegate, Co. Cork

Roll Number – 119921

Tel: (021) 4661622

Email: office@whitegatens.ie

Website: www.whitegatens.ie

Use of Aladdin System Policy

Rationale

Scoil Cholmáin, Whitegate N.S is committed to GDPR compliance and uses the Aladdin System to process certain personal data on behalf of the school in order to provide an online management information system. The Aladdin system helps our school meet our Data Protection requirements by providing a GDPR compliant product such as Aladdin Schools.

Liaison Person

The school's liaison person for any queries relevant to use of Aladdin System is the Principal.

The Board of Management of Scoil Cholmáin, Whitegate N.S sets out in this policy the following practices which should be adhered to when using the Aladdin System:

- Users may be allocated different access rights to the Aladdin System.
- The access rights are solely determined by the School.
- A log is taken of some actions undertaken by the user when using the Aladdin System and made available to the school.
- A unique username and password is provided to each user. Users should keep these confidential and not allow any person to access the system using their password and username.
- The Aladdin System should only be used for the purposes of managing internal school administration activities.
- The school is responsible for ensuring that access to Aladdin System for terminated or suspended users is disabled.
- Each user should ensure they are familiar with the Aladdin System before use.
- The user should notify the Aladdin Liaison person in the event of any misuse or loss of their username and password.
- Each user should sign out of the Aladdin System or lock their device when leaving the device unattended.
- The Aladdin System should not be used to contact parents/guardians in emergency situations and it should not be relied upon during such times.
- Aladdin is to only be used by staff members when on the school grounds. No messages are to be responded to off site.
- Aladdin access is not to be given to substitute teachers. In the event of a teacher being absent, attendance is to be given to the school secretary.
- Users are responsible for ensuring that all communications sent to parents/guardians using the Aladdin System are accurate.

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- The Aladdin System should not be accessed through an unsecure network or internet connection. If in doubt the user should wait until in a secure environment before accessing the Aladdin System.
- Interactions through Aladdin are not permitted during teaching time.
- Information available through the Aladdin System should only be printed or saved to an electronic device where absolutely necessary.
- Any hard copies or electronic files originating from the Aladdin System should be treated in accordance with the relevant provisions of this policy.
- Users may be able to access the websites of other third-party service providers when accessing the Aladdin System. When the user accesses a third-party website from the Aladdin System they are leaving the Aladdin System and appropriate due diligence should be undertaken before sharing any personal data with that third party. The Aladdin Liaison person should be contacted if the user is in any doubt.

Related Policies

- Data Protection Policy
- Child Protection Policy
- ICT Acceptable Use Policy
- Internet Acceptable Use Policy
- Mobile Phone Acceptable Use Policy
- Anti-Bullying Policy
- Home-School Liaison Policy
- Afterschool, Tours, Initiatives and Visitors Policy
- Assessment and Reporting Policy
- Health, Safety and Welfare Policy
- Enrolment Policy
- Attendance Policy
- Code of Behaviour Policy
- Special Needs Policy

This Use of Aladdin System Policy has been ratified by the Board of Management.

Signed: _____

Chairperson of Board of Management

Scoil Cholmáin, Corkbeg, Whitegate, Co. Cork

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It will be reviewed in the 24/25 academic school year or before this if legislation affects this policy's content