

BCeSIS™



Human Resources Security
Resource Manual

School District # 73
Version 1.0 June 2009

INTRODUCTION

Freedom of Information and Protection of Privacy (FOIPPA)

What is FOIPPA?

FOIPPA (also known in some school districts as FOIPOP) is legislation that regulates the collection, storage, and use of personal information (regardless of how it is recorded) by public bodies.

Personal information is defined as "recorded information about an identifiable individual, other than the contact information for school and school district employees." The Ministry of Education and all school boards are public bodies and are subject to all the provisions of the legislation.

The *School Act* contains an "access to student records" clause. Under this section, parents have a right of access to their child's records and do not have to go through freedom of information to get them.

| FOIPPA Checklist | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Protect Privacy <ul style="list-style-type: none">• Collect only what is needed.• Limit use to collection purpose.• Disclose only when permitted by the Act.• Provide safe and secure storage of information. |
| <input checked="" type="checkbox"/> | When Making Notes within BCe SIS <ul style="list-style-type: none">• Be objective.• Write facts not opinions.• Ensure information captured is accurate and complete. |
| <input checked="" type="checkbox"/> | Volunteers in Schools <ul style="list-style-type: none">• The school district's responsibilities under FOIPPA extend to everyone granted access to information, including volunteers.• Volunteers should understand their obligations to protect privacy before being granted access to any personal information. |
| <input checked="" type="checkbox"/> | Sharing Information <ul style="list-style-type: none">• Personal information should be shared on a "need to know" basis.• Distinguish between what employees really need to know and what they merely would like to know. |
| <input checked="" type="checkbox"/> | Security Measures <ul style="list-style-type: none">• Computer screens should not be visible to the public, including students.• Use the Lock function at all times when your computer is unattended.• Restrict access to information to "need to know" only.• Train on "dummy data". |

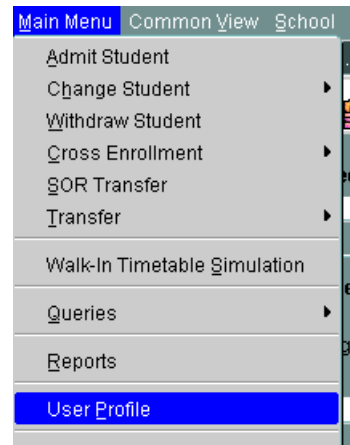
Getting Started in BCeSIS

Your First BCeSIS Logon And Changing a Password

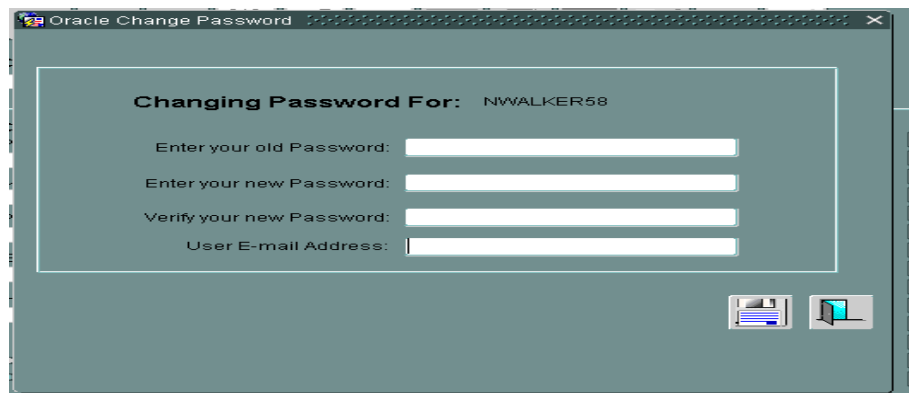
- 1 Select the BCeSIS icon on your desktop. In about 30 seconds you will connect to the BCeSIS system and the following logon box will appear.



- 2 In the **Username** text box, type the username you have been given. Now tab or click to the **Password** text box and type in the password you have been given.
- 3 Click to the **Database** text box and type in the name of the database you are working in. Press the **Return** key or click on the **Connect** button.
- 4 If this is **the first time you** are logging in, you should change your password immediately, by going to *Main Menu* > *User Profile*.



- 5 The following Change Password screen appears for you to fill out.



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- 6 Create a new password using the following BC Government rules which state that a password must:
- contain a minimum of eight characters and a maximum of fourteen;
 - contain characters from each of the following categories:
-
- not contain any part of the user name (e.g., the name or initials used to log in).
 - not start with a number or one of the three special symbols.



Click on the **Save** icon.



Click on the **Exit Door** to exit the dialogue box.

The BCeSIS user password is now changed. Users should log off BCeSIS (click once on the **Exit Door** icon and click on the **Yes** button when BCeSIS asks you to continue). Log back into BCeSIS with new password. If user does not logout and log back in, user may not be able to generate reports and may lose other BCeSIS functionalities that require password authentication.



Remember when entering your new password not to use a common word, particularly one that is easily associated with you, your family, or your job. BCeSIS passwords are **not** case sensitive and must **begin** with a letter. Your password expires every 90 days.

Guard your BCeSIS password as you would a credit card PIN or bank account PIN. By doing this, you help protect private information about students and parents, whose rights to such protection are guaranteed by legislation.

HINT: Create a phony name in your pocket address book and make your password look like an address. OR Keep a favourite book in your office and use a reference in it as your password that only you will remember.

Terminology

Username Templates: Templates are set up to allow a new user to be created by copying a Username templates. All Templates start with AAA so they sort to the top of the list.

Templates created are:

- | | |
|------------------------------|---|
| ● AAA_COUNSELLOR73 | Secondary School Counsellors |
| ● AAA_DISTRICT_SECRETARY73 | School Board Office Secretaries |
| ● AAA_DISTRICT_SUPPORT_L1_73 | District School Psychologists |
| ● AAA_DISTRICT_SUPPORT_L2_73 | District Student Support Staff Specialists |
| ● AAA_ELCSECRETARY73 | Early Learning/Strong Start Secretaries |
| ● AAA_ELEM_PRINCIPAL73 | Elementary Principals |
| ● AAA_ELEM_SECRETARY73 | Elementary Secretaries |
| ● AAA_ELFACILITARY73 | Strong Start Facilitators |
| ● AAA_LART73 | Learning Assistant Resource Teachers |
| ● AAA_LDP73 | Leadership Development Participants |
| ● AAA_RELIEF_SEC_CLR73 | Barriere and Clearwater Relief Clerical |
| ● AAA_RELIEF_SEC_KAM73 | Kamloops, Chase, Relief Clerical |
| ● AAA_RESOURCES73 | School Resource Room Teachers |
| ● AAA_SEC_PRINCIPAL73 | Secondary Principals |
| ● AAA_SEC_SECRETARY73 | Secondary Secretaries (including Counselling Steno) |
| ● AAA_SSS_ADMIN73 | Student Services Full Administration (Marilyn) |
| ● AAA_SSS_DISTRICT_STAFF73 | Student Services Full District Staff (Cindy) |
| ● AAA_SSS_LART73 | SSFull Learning Assistant Resource Teacher |
| ● AAA_SSS_RESOURCE73 | SS Full Resource Room Teacher |
| ● AAA_TEACHER_BASIC73 | Classroom Teachers – Secondary only |
| ● AAA_HUMRES73 | Human Resources Staff – Security Access only |

User Types: The User Type is used to determine the school access for the users.

- | | |
|---------------------|--|
| ● Family of Schools | Group schools – used for Relief Secretaries access |
| ● School User | Access for a specific school ONLY |
| ● Central Office | All Schools Access – School Board Level |
| ● Classroom Teacher | Teacher Assist Access for teachers |
| ● Itinerate User | School users with more than one school access |

Security Location: When access is restricted for a school, you need to identify which school is being granted access.. This is used for School Users ONLY. *Classroom Teachers and Itinerate Users are set up with the School Access button.*

Creating Usernames – Protocol

If possible, use the first initial of the first name plus full last name and district # 73. For example, you wish to create a username for Harris Jones would be: hjones73

If this name already exists, you will be informed and you may need to add the 2nd letter from the first name which in this case would become hajones73

Create a Password

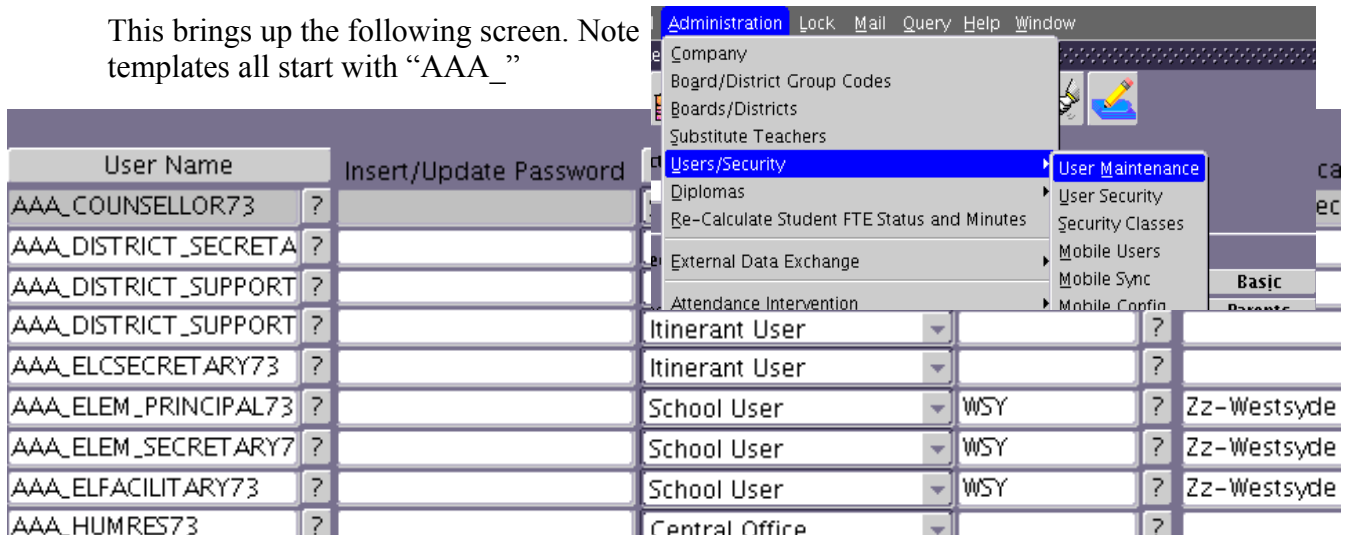
Use the protocol to create the password easily. It is **temp\$(staff's social insurance number here)** This way you can email the username and tell the password as above. They can fill in the SIN.

Creating a New Account for a School User

STEPS

1. Login to BCeSIS
2. Select Administration>Users/Security>User Maintenance

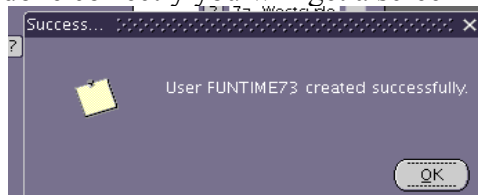
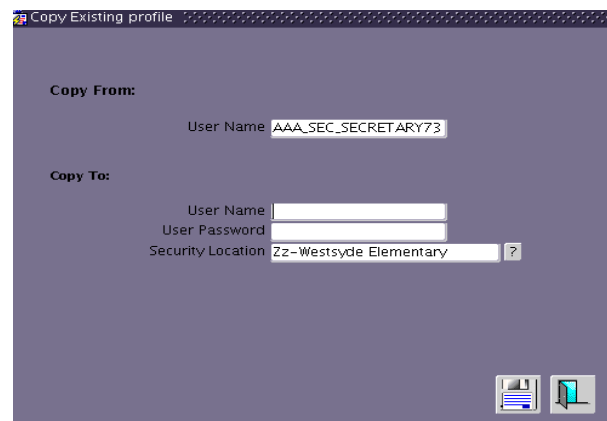
This brings up the following screen. Note templates all start with “AAA_”



3. Using the scroll bar on the right, scroll down to find the template you will use to create the new staff person's account. This will be based on their role and school.
 4. In this example, assume we are setting up a new staff to work as a secretary at NorKam. I will locate the template for AAA_SEC_SECRETARY73 and select it (highlighted).
 5. Press the Copy button



6. On the new screen Complete the following:
 - Username for new staff
 - Create the temp password
 - Select the school (NorKam Sec in this example)
7. Save by pressing the disk symbol
8. If done correctly you will get a screen



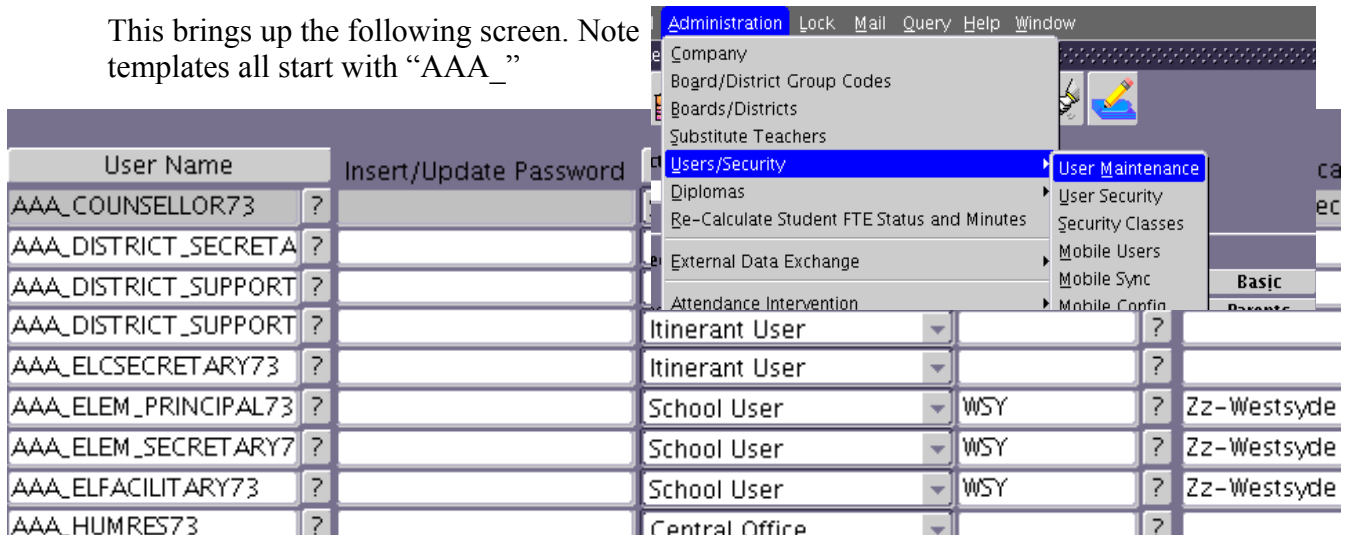
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Creating a New Account for a Teacher

STEPS

1. Login to BCeSIS
2. Select Administration>Users/Security>User Maintenance

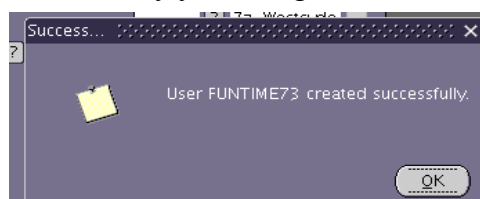
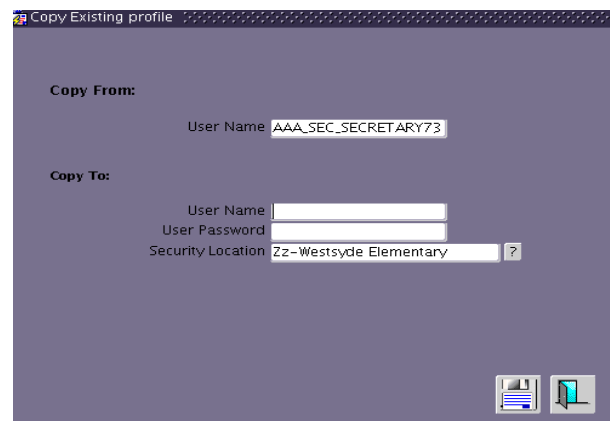
This brings up the following screen. Note templates all start with “AAA_”



3. Using the scroll bar on the right, scroll down to find the template you will use to create the new staff person's account. This will be based on their role and school.
 4. In this example, assume we are setting up a new teacher at NorKam. I will locate the template for AAA_TEACHER_BASIC73 and select it (highlighted).
 5. Press the Copy button



6. On the new screen Complete the following:
 - Username for new staff
 - Create the temp password
 - **You do NOT select a school here**
7. Save by pressing the disk symbol
8. If done correctly you will get a screen



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- Use the exit door to return to the first screen.
- With the cursor on the username list column, press **F7** to open a query screen. Type in the new username you just created and press **F8** to locate it.

| Id | User Name | Insert/Update Password | User Type |
|----|--------------|------------------------|-------------------|
| | NEWTEACHER73 | ? | Classroom Teacher |
| | | ? | |

- Now you will assign this teacher to the school s/he will be assigned. Press the School Access button

- On this screen press the down arrow to drop down a list of schools. Find the name of the school the teacher will be assigned and click on it. The second column will populate with the teachers listed in the school's Staff Maintenance screens when you press the ? Mark

- Scroll down and locate the name of the teacher on this list and select that name. If the name is not on the list, you will need to contact the school and have them add the teacher to their staff list so you can link the username to that teacher at the school.

The screenshot shows the 'School Access' screen. At the top, there is a 'School Access' button. Below it, a window titled 'List of school for access' is open. This window has a menu bar with 'Block', 'Field', 'Record', 'Query', 'Lock', 'Help', and 'Window'. It contains a 'Year value to filter Available teachers' set to '2008'. There are two columns: 'Schools' and 'Teachers'. The 'Schools' column lists: Pacific Way Elementary, Parkcrest Elem - Kamloops (highlighted), Pinantan Elementary, Raft River Elementary, Raft River StrongStart Centre, Ralph Bell Elementary School, Ralph Bell StrongStart Centre, and Rayleigh Eleme. The 'Teachers' column has several rows with question marks. Below the schools list is a 'Find %' search box. A dropdown menu is open, showing a list of names: Allen, Jo-Anna (highlighted), Bailey, Alan, Bauer, Melody, Bava, Sandra, Beveridge, Tom, Black, Leigh, Boudreau, Geramy, Bouwman, David, Bowser, Don, Brassard, Karin, Bundic, Tom, and B... F...

Reassigning Staff to a different School

For a School User

If the staff is being re-assigned to a new school and their role has not changed you do the following:

1. Use the F7 Query and F8 to locate the username
2. On the Security Location column press the ? And locate the new school being assigned to this staff person.
3. Save

If the staff person is being re-assigned AND changing roles you will need to:

1. Use the F7 Query and F8 to locate the username
2. Highlight the name and press the DEL button to remove their access
3. Follow the steps above to recreate their username with the NEW security role template.

For Teachers being Re-assigned

If a teacher is being re-assigned you need to to:

1. Use the F7 Query and F8 to locate the username
2. Click on School Access to open the school assignments
3. Use the DEL button to delete the current assigned school
4. Starting with Step 11 for Teachers from above, complete the new school
5. Save and exit

Deleting an Account

1. Use the F7 Query and F8 to locate the username
2. Highlight the name and press the DEL button to remove their account.
3. Save and Exit