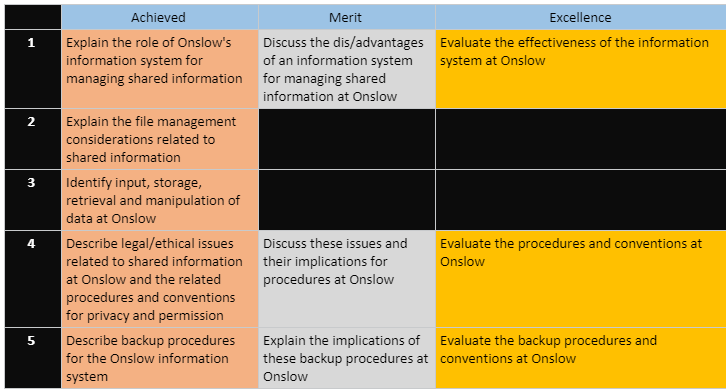
1. Identify input, storage, retrieval and manipulation of data at Onslow
2. Explain the file management considerations related to shared information
3. Describe legal/ethical issues related to shared information at Onslow and the related procedures and conventions for privacy and permission.
   1. Also: Discuss these issues and their implications for procedures at Onslow
   2. Also: Evaluate the procedures and conventions at Onslow
4. Describe backup procedures for the Onslow information system
   1. Also: Explain the implications of these backup procedures at Onslow
   2. Also: Evaluate the backup procedures and conventions at Onslow
5. Explain the role of Onslow's information system for managing shared information
   1. Also: Discuss the dis/advantages of an information system form managing shared information at Onslow
   2. Also: Evaluate the effectiveness of the information system at Onslow

Arial 11pts



## Role of information systems

Information important – birthdays grades allergies – END – students – standards – grades – END - Information – help inform decisions – END – Ex medical – explain options – better decision – END – organization – more info – better decisions – 4 students – END – Students – low attendance – special education – END – teachers – resources – more budget? Less budget? – adjust spending – END – better decisions – better organization – END – Ex. Database assessment – example USE – END – talk about data use – PERSONAL ANECDOTE – END – information systems – EXPENSIVE – END – school – data to Microsoft – cloud – more reliance on third party – third party with more resources – reliance on third party – access data everywhere -

[Link lol](https://onslowcollege-my.sharepoint.com/personal/shane_fairhall_onslow_school_nz/_layouts/15/WopiFrame.aspx?sourcedoc=%7b7f8d1a3a-86ad-4a95-8d27-ebb614419591%7d&action=view&wd=target%28_Content%20Library%2FInformation%20Systems.one%7Cff9b70a0-44b9-4c1e-8105-9587427e989b%2F1.%20The%20role%20of%20an%20information%20system%20for%20managing%20%7Cc22185f8-91e5-4f45-a746-240bf839e586%2F%29)

1. What does an IS do generally?

* Monitor employees
* Keep managers and employees informed
* Coordinate activities among divisions
* Sell their products to customers via the internet.
* Knowledge sharing across the organisation is increasingly used as a strategic tool, to:
* Boost customer service,
* Reduce product development times
* Share best practice

1. Specifically what Onslow’s IS allow us to do

Easier assignment hand in – END – Check grades – END

* Keep track of student grades/ monitor progress
* Keep track of student attendance
* Create and store files (notes, assessments, exercises, classwork etc)
* Allow teachers and students to share class notes and student work/assessments
* Book parent/teacher interviews
* Send reports to parents
* Keep track of payroll data
* Book equipment like the COWs, school vans, rooms
* Communicate between teachers/students/parents/school suppliers/coaches etc.

1. Why good?

## File management considerations

## Input, Storage, Manipulation and Retrieval of Data

## Legal and Ethical Issues related to shared information

New Zealand laws on student information, what information can parents retrieve if they call the school? Can non guardian parent retrieve information? Can students see every email that relates to them being sent?

Others see your info not - in locus parentis – school stores info pc schools – all staff can see all info, except some info – passwords don’t get changed – no change at onslow requirement – data on web

Piracy at school – risk students + school – cyberagreement - procedures on shared drive to prevent abuse

<https://www.onslow.school.nz/application/files/2714/9626/9924/Onslow_College_Cybersafety_Use_Agreement_fromatted_June_2017.pdf>

### Drives

Onslow College also has numerous shared drives, that each serve different purposes. There are 6 drives in total. The (S)tudent drive, the (H)ome drive, the Q Scanning drive, the X drive, and the N and U drives. Students are not able to see the last 2 drives as they relate to teaching materials.

The student drive is a drive that is used by all students.

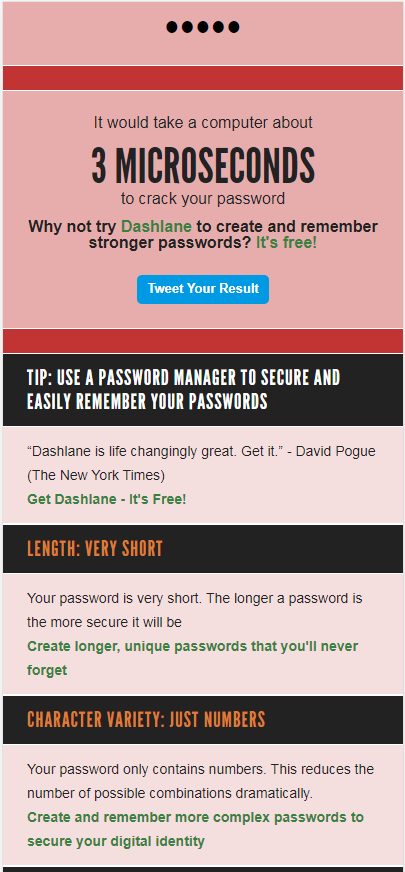
The home drive is a drive that is exclusive to each individual student.

The scanning drive is the drive where scanned images and files are stored. There are numerous scanners around the school that a student can use to save their physical work digitally.

The Install drive, q, is the drive that contains the software files to be installed by ‘Zenworks’ on boot up.

The last 2 drives are exclusive to teachers, and students have no rights to these drives at all. This includes the ‘read’ right, which is important because these drives contain information that is in the N drive sensitive to teachers, and the U drive sensitive to all students.

### Passwords

Cyber agreement not allowed to share password – Teachers can change password of students – 5 chars is the minimum requirement, nothing else (requirements) - Required to sign in different services repeatedly for more protection. – School doesn’t require a password change – Opinion it’s bad – Passwords are not stored in plaintext

Passwords are a method used to safeguard data to ensure that others do not get a hold of personal data. A good password is effective because it can take a long time to brute force, but when it’s weak then it becomes a vulnerability. Onslow College’s password requirements is that the chosen password has more characters than 4, with 5 being the minimum. Apart from this, there is no other special requirement such as special characters, or a variety of upper case and lower, or even numbers.

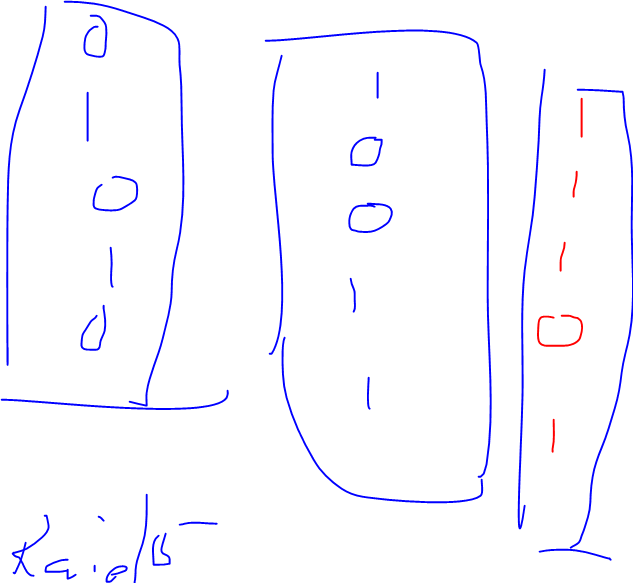
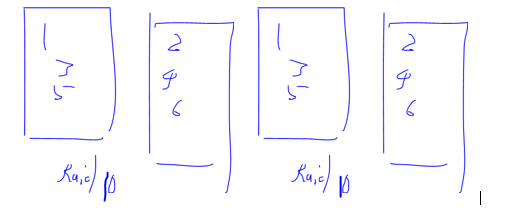
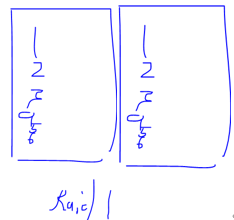
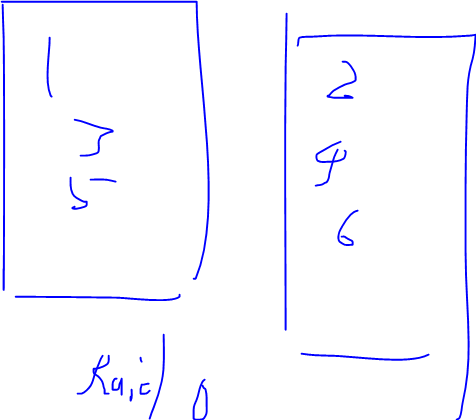
This is my current password at the time of writing this. It consists of 5 characters, all of them numbers.

<https://howsecureismypassword.net/>

<https://docs.microsoft.com/en-us/office365/admin/misc/password-policy-recommendations?view=o365-worldwide>

## Backup Procedures

Protect Hack – hardware failure – software failure – natural disasters – accidental deletion

School backups – cloud + hardware – main backup is on tapes (cassette) - 1.5 gb – backup per day, but not everything – student work backup every day as it changes daily – less important like videos on media server or staff drive backups less frequently. More than 1 tape to backup. Backup is done in rotation – oldest tape is used , vice versa – done if virus can use older version – might have realised you deleted 2-3 weeks later – onedrive backup – done by Microsoft – RESEARCH – clouidbackup is done but not much – pc schools for student information – backups physically should be away from the server room – if not everything goes boom together – table mountain so computer block burns, it technicians and server rooms boom but table mountain not – off site is good too- some data at end of year stored at home yearly – Christchurch earthquake example – red zone data school – cant reenter – but some data stored at houses outside redzone – data can be reenetered into different system – one disk for pcschools one for server

RAID – Storing data on numerous disks – server room has a lot of hard drives in server racks – striping data – striping means to alternate data storage on different disks, which allows faster access of data RAID 0 – RAID 1 dosent focus on speed but security – Raid 10 – Raid 5 uses parity bits in the last drive – Speed of raid 10 but only 3 disks instead of 4 which is cheaper and gives the user more space to play around with.

## QIANG

S tudent

H ome

Q Scanning

X Install -

N Staff Common – Students no permissions at all -

U All the students drives. – Teachers can see home drives here directory – Only read

