

Volume 8: SchoolWrite Newsletter

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Welcome to the SchoolWrite newsletter

This Newsletter is for the world-wide SchoolWrite community of those involved in school administration, providing:

- Information to help you make better use of SchoolWrite's features,
- News of SchoolWrite developments, and
- Tips gathered from other SchoolWrite users.

Current software version

The current download version of SchoolWrite software is: **3.2a.05**

The download location is www.schoolwrite.com

Access is logged

A log is kept of all accesses to SchoolWrite. Each entry shows the time and date, as well as the name and password of the user, and the area accessed.

This is a self-purging log, with a maximum of 2,000 entries.

The access log is helpful for support personnel in locating problems. The log also provides a record of users who have accessed the system.

Click on the logo in **Help Menu - About SchoolWrite** to access the log.

Renew trial Registration Key:

[Renew](#)

A user Registration Key for a further trial period will be emailed to you. Please supply the NAME of the school

Unsubscribe:

[Unsubscribe](#)

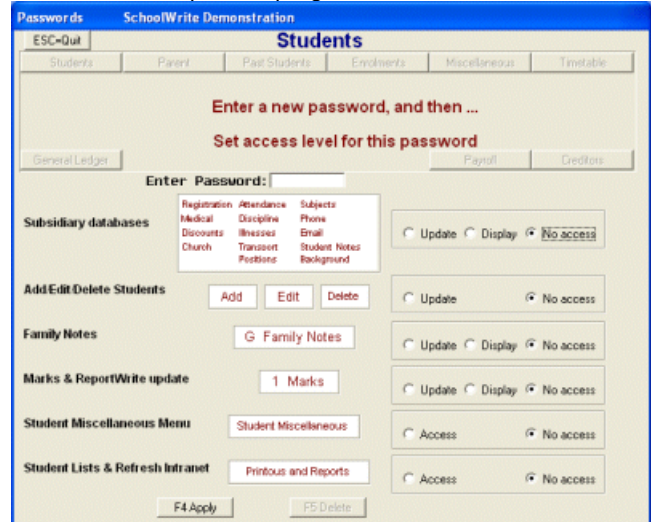
This email has been sent to you because you requested and received a trial Registration Key for SchoolWrite software

Access is passworded

Security is paramount in the school situation. Only users with a password are allowed access to their functional areas.

A valid password is sufficient to get a user into the SchoolWrite system. How much further the user can go depends on the menu options set for the password in use.

Three attempts are allowed to key in a correct password. After three attempts, the program terminates.



A password is created, and accesses for that password are allocated to each SchoolWrite module, and to functions within each module. Click on **Miscellaneous Menu - Passwords** to set passwords.

Backup data files

SchoolWrite data should be backed up daily over and above system backups.

Other backups should be made at strategic times, eg

- prior to automatic fees billing
- prior to payroll processing
- at end of Semester
- at end of school year

The .zip backup file is small, and can be sent as an email attachment. Only the data is backed up - programs and other items that do not change are not backed up.

Data Backup is accessed from File Menu

Backups are made to removable media - floppy disk, Zip disk, USB Drive, or CD/R.

The backup and restore facility on the SchoolWrite Menu may be used by remote users to obtain current school data via email. The school license allows data backups to be restored on off-site computers as well as the school network. This allows off-site access to current information by management staff and Board members.