PROCESS FOR SIGNING IN AND OUT OF SCHOOL FOR ALL YEAR GROUPS

We use a digital kiosk for all students to *sign in as late arrival* or *sign out as an early leaver*. Our outgoing Year 12 students were the first students to access this facility and it was proven to be highly successful.

The usual sign in and sign out expectations remain the same. The new kiosk will simply provide improved accuracy and efficiency in relation to attendance tracking. It will be located at the student service window in our new administration area.

Students will still need to provide an explanation if they arrive late to school. They will also still be required to bring a signed note from home if they need to leave early (during time-tabled lessons).

Year 12 students, who have completed all time-tabled lessons for the day, will be able to sign out via the kiosk *or* they may utilize the senior learning hub to complete further studies and/or access support.

Posiflex Kiosk Biometrics Information

The kiosk system requires students to have their finger scanned. The fingerprint recognition application software on the Posiflex kiosks *does not store a copy of the fingerprint.* Instead, it makes a map of 25 to 40 unique features of the fingerprint and then puts it into a data format called a template. That specific template can only be interpreted by the biometric engine on the kiosk. If one were to look at the template of a fingerprint, it would not be recognizable, as the information is a set of numbers and is typically encrypted.

If you have any concerns in relation to this process, please contact the school.

Krystal Bevin
Principal