PRINCIPAL PLANNER · FACT SHEET

Principal Planner, for your ICT team and business manager

Principal Planner is a desktop application for planning an Australian school's year: the school calendar, events, planning checklists and a weekly overview. This page sets out what it installs, what it connects to and where its information is kept.

Who makes it

- Designed Learning Co., an independent Australian business.
- **It is not made, endorsed or checked by the Queensland Department of Education or any other education department or school system.** Its planning suggestions are its own, and anything that depends on departmental policy tells the user to verify current requirements.

Installing

- **macOS 13 Ventura or newer**, Apple Silicon and Intel. Signed with an Apple Developer ID and notarised by Apple.
- **Windows 10 or 11, 64-bit.** Installs for the current user only, so no administrator rights are needed. The installer is not yet code-signed, so SmartScreen shows *Windows protected your PC* on first run.
- About 130 MB to download, about 300 MB installed. Nothing is downloaded during setup: installing from a USB stick works offline.

Network use

- **None is needed** to install, run or license the application.
- The only connection it makes is when a Queensland state school user presses **Sync now**: an HTTPS download of the Department's public school-holiday calendar from `education.qld.gov.au`. Nothing about the user or school is sent. Schools that enter their own term dates (all other states, and Catholic and independent schools) never connect at all.
- No analytics, telemetry, crash reporting or update checks. Links open in the system browser only when clicked.

Where information is kept

- On the computer it is installed on, in the application's own folder:
  `~/Library/Application Support/Principal Planner` (macOS)
  `%APPDATA%\Principal Planner` (Windows)
- There is no account and no server. Designed Learning Co. never receives anything a user enters.
- What a user may enter: the school profile, staff names and roles, events, tasks, notes and documents they choose to add.

Backups

- Made by the user (Settings → Data → Export local backup) as a single file, and restored the same way.
- Backup files are not encrypted. Keep them where the school keeps other staff documents.

Licensing

- A free version with no key. A licence key unlocks the rest.
- Keys are checked on the computer against a key built into the application. There is no activation server, and keys do not expire.
- **Single**: one person, on the computers they use. **School**: a school's leadership team, each on their own computer.

Removing it

- macOS: drag it from Applications to the Bin. Windows: Settings → Apps → Uninstall.
- Uninstalling deliberately leaves the data folder in place. Delete that folder to remove all information.

Questions

- Email **hello@designedlearningco.au**. Questions are answered by the person who built it.
- Terms and privacy policy: designedlearningco.au/terms.html and /privacy.html

> **In short:** an offline desktop application with no account, no server and no data leaving the computer. The one optional connection, for Queensland state schools only, downloads a public calendar file from the Queensland Department of Education's own website.