

## Information Technology Policy

The College uses information technology and communication (ITC) systems to support our students' education and run the college.

Our essential values for using the College's ITC systems are:

- The ITC systems are provided for educational and administrative purposes only.
- Unpleasant, offensive, and pornographic material is neither to be transmitted nor received on any of the systems.

The College's ITC systems cover various platforms of electronic media, including internet access and online communications.

Whilst the College will take action to ensure that systems are efficient and reasonable, and that cyber security risk to staff and students is minimised, the responsibility is equally on staff and students to conduct themselves in a responsible manner whilst using the College's ICT systems.

To meet our ICT system values we require the following processes to be followed by staff and students.

### Online Communications

At Alta-1 we want to teach students to be responsible digital citizens. This means we expect all online communication between staff and students, caregivers and external parties to be respectful and safe "Online communication" may include email messages, forums, instant messaging, social networks, blogs, and personal web pages.

### Microsoft 365 Account

Staff and students are provided with an Alta-1 Microsoft 365 account. This account includes an email account and a OneDrive for personal storage on Microsoft 365. All use of the email account and OneDrive is limited for the purpose of assisting the student with schoolwork related needs and are to be relevant to the student's studies. Content not permitted includes all non- College related content such as music, games and images not related to the student's schoolwork, as well as programs and utilities, inappropriate content, or content of possible malicious nature.

Students will need to ensure, before they exit the College, that they backup any data they wish to keep from their email onto their own removable storage. This needs to be done in discussion with the teacher.

## Student Email

Each student will be provided with a unique College email address that must be checked regularly.

A Student's email address is the student's WA student number (WASN), a unique eight-digit number that is allocated to each student by the WA School Curriculum and Standards Authority (SCSA). You will find it on your school report/s and may also be on your SmartRider. The student email address is [WASN@student.alta-1.wa.edu.au](mailto:WASN@student.alta-1.wa.edu.au)

Student internet and email accounts will be deleted at the end of the following academic year after exit from the College.

## User Accounts and Passwords

It is the student's responsibility to keep their account safe. Passwords should be kept a secret and not shared with anyone else.

No staff or student is permitted to access another person's user account, email account, personal files, or pretend to be someone else.

Multifactor authentication is to be used whenever available.

## Unique Student Identifier (USI)

A USI is your individual education number that stays with you for life as your training and career goals progress. It also gives you an online record of all your vocational education and training (VET) undertaken in Australia. If you're at university, TAFE or doing other nationally recognised training (such as First Aid), you need a USI. Without one, you can't get Commonwealth financial assistance or your qualification or statement of attainment. Obtaining a USI is simple and free and is done at <https://www.usi.gov.au/> and is required at Alta-1 for all students by the start of Year 10.