Student Portal Policy

1 Purpose

To provide clarity for students and staff on the purpose of the student portal and guidance on appropriate and consistent access and use.

2 Scope

This policy applies to all students and staff of the institute.

3 Policy

3.1 The Student Portal is one of the Institute's primary means for communicating with students. The Student Portal reflects the Institute's commitment to using ICT in the preparation, delivery and administration of training programs and services, that;

- are accessible to students where applicable;
- provide benefit to training delivery and administration;
- provide an engaging experience for SuniTAFE students;
- protect personal privacy; and
- do not breach applicable laws.

3.2 The Student Portal is monitored, maintained and enhanced by the Institute's Student Engagement and Retention Officer who engages with key Institute stakeholders to provide a rich online experience for students.

3.3 Access to the Student Portal will be restricted to:

- Enrolled students that have a unique student identification number;
- Institute Staff and other personnel authorised by a Director of the Institute.

3.4 The Student Portal will be available on an unlimited basis and is best viewed with Broadband from *my.sunitafe.edu.au*.

3.5 Access to the Student Portal is for Institute study or work purposes as per the Institute's Email and Internet Usage policies. Access to the Student Portal for personal purposes is not appropriate during timetabled or formal class times.

3.6 The Student Portal is not to be used for any unlawful activities, including violation of copyright, hacking and the deliberate spreading of viruses or malicious code. Students must not undertake any anti-social activities including; nuisance e-mail, chain letters, obscenities, harassment, bullying, unwelcome or illegal behaviour.

3.7 Accounts may not be shared. It is not appropriate for an individual to log on to the Student Portal using another student's or staff account.

3.8 Student accounts will be disabled by the IT Department on conclusion of a course as per the Domestic Student Lifecycle Policy.

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3.9 Breaches of this policy should be reported to the relevant EBM or the Director Education. Where it is considered that a breach of acceptable usage has occurred:

3.9.1 Authorisation to investigate student usage must be obtained from the Institute CEO.

3.9.2 In these instances usage may be monitored or recorded by the Institute IT Department.

3.9.3 Breaches can result in disciplinary action, expulsion or in extreme cases referral to appropriate external authorities.

4 Definitions

Acronym/Term	Definition
Enrolled Student	A current student as per the Domestic Student Lifecycle Policy
EBM	Education Business Manager
ICT or IT	Information Communication Technology or Information Technology
CEO	Chief Executive Officer

5 Legislative Context

- Commonwealth Copyright Act 1968
- Public Records Act 1973
- Privacy and Data Protection Act 2014 (Vic)
- Freedom of Information Act 1982
- Crimes Act 1958
- Equal Opportunity Act 2010
- Telecommunications Act 1997

6 Associated documents

6.1.1 Associated Policies

- Student Code of Conduct Policy
- Domestic Lifecycle Policy
- Privacy Policy
- Copyright Policy
- Student Equal Benefits and Opportunity Policy
- Email Policy
- Internet Usage Policy.

6.1.2 Associated Procedures

- Nil.

6.1.3 Associated Forms

- Nil.

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     6.1.4   Other associated documents

- Nil.

7 Responsibility

The Director Education is responsible for ensuring compliance with this policy, and its associated procedures and systems.

8 Review Frequency

This policy is to be reviewed every three (3) years, and remains in force as amended from time to time, until rescinded.

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