



Government of **Western Australia**  
North Metropolitan **TAFE**



Community Pathways

# Disability Programs



## Student Information Pack

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Semester 1 & 2: 2021

Certificate I & II in Information,  
Digital Media and Technology

All information and forms available on the Dteq website at  
<https://dteq.weebly.com/orientation.html>

Name: \_\_\_\_\_

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## General Information for Students

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### The courses

Congratulations on being offered a place in the Certificate I or II in Information Technology at North Metropolitan TAFE. These courses are assessable courses made up of units from the **ICT15 Information and Communications Technology Training Package**. Details of the units involved in each course will be discussed in your first class sessions. There are also additional modules from **1012 Course in Underpinning Skills for Industry Qualifications (USIQ)** to provide additional teaching and learning time.

### Orientation (in class)

You will receive a lot of information about North Metropolitan TAFE during the in class Orientation session including standards of behaviour expected from you (Student Code of Conduct & OH&S). We will also explore the facilities and services available at North Metropolitan TAFE (see [Services Available in 2021](#)). If you have any questions please ask your lecturers. (See [Important Contact Details](#))

### Class times

**Certificate I in IT** runs from 9:30am – 2.30pm Tuesday and Thursday. There is additional Tutorial Time from 2.30pm - 3.30pm on both days which will commence slightly later in the term.

**Certificate II in IT** runs from 9:30am – 2:30pm Wednesday and Friday. There is additional Tutorial Time from 2:30 – 3:30pm on both days which will commence slightly later in the term.

Your lecturer will keep you informed of the commencement dates of tutorial sessions. (See *Timetable Documents*)

### Class breaks

There will be several breaks during class time. (See [Timetable Documents](#) on the *Dteq website*) Your lecturer will advise you regarding usual break times however these may change slightly from session to session. Students are encouraged to bring their own food and drinks; however there is a cafe on campus if required.

## Excursions

During the year there may be opportunities for students to go on excursions to relevant venues to access IT related information and services. You will be asked to sign Field Activity Acknowledgment & Consent forms which give an outline of potential activities. Such excursions will be planned and discussed within the classroom and before any major outings students will complete a field activity plan which will give specific details of the excursion. Short excursions may be conducted on an ad hoc basis.



## Absences & Illness



If you are going to be late or sick for your IT course please let your lecturer know as soon as possible (preferably via email). If you are unwell please stay home so as to avoid sharing your illness with others.

**Under 18** All absences for students under 18 are automatically reported to North Metropolitan TAFE Administration. Parents or guardians may be informed of absences even when they have let the lecturer know in advance. We apologise for any double-ups that may occur.

## Hygiene

As we are using computers used by other groups of students you will need to sanitise keyboards and mice prior to using them. Appropriate cleaning equipment should be available in the classroom. You will be shown how to do this safely in your first classes.

## Resources required

Stationery you will need includes:

Pens

1 display file

1 box tissues

Hand sanitiser (personal use)

1 USB memory stick - minimum 8GB (clearly marked with your name)

1 SDHC card - minimum 8GB (clearly marked with your name [pre-used is OK])

1 personal set of headphones/earphones (clearly marked with your name)

Digital Devices (including smart phones, cameras and tablets)

**Note: students are responsible for the security of their own devices**



## Acceptable Use Of IT (Students) Policy



Student use of the internet is monitored for both quantity of downloads and content at North Metropolitan TAFE. All students will need to follow North Metropolitan TAFE's [Acceptable Use of IT Policy](#) carefully to retain their Internet privileges.

A copy of the policy is included in this info pack or use the QR Code to access the policy on your device.



## Student Code of Conduct

Students must comply with the [Student Code of Conduct](#), which defines your required conduct in respect to student academic integrity and personal behaviour. The Code defines what constitutes misconduct and the sanctions that can be imposed. Cheating and antisocial behaviour is treated very seriously and may result in your suspension or exclusion from North Metropolitan TAFE.



A copy of the Code is included in this info pack or use the QR Code to access the policy on your device.



## Student ID & Fees

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### Student ID

All students at NMTAFE are allocated a student ID. You may have received an email confirming what your new Student ID is, but if you are unsure you can enquire at the Client Service Centre or by speaking with your lecturer.

You'll need to know what your Student ID is so that you can access the student computer network, Student Portal, 365 and other online systems.

### What About Fees?



To be an enrolled student you must pay your fees at the student services counter. You should have received information from the college via email about the cost and process of paying your fees. Any further information about fees will be discussed in your orientation.

Payment of your fees confirms you as an enrolled student. Incomplete fee payment may stop you having computer access and receiving results. Note that you can only pay by EFTPOS and credit cards at the Leederville Student Services desk as they cannot accept any cash payments.

### Student Cards

At North Metro TAFE the student ID card is optional for students, however it is required by Transperth with the Tertiary Smartrider, and to access scanning, photocopying and printing facilities at North Metropolitan TAFE campuses.

Student ID cards are available at a cost of \$10 and can be paid for at all student services areas. The student ID card is printed for you in your campus library.

To obtain a card you must bring the following to the library:

- proof of enrolment in the College (your receipt from student services)
- Library staff will take your photo and produce the card in a few minutes for you.

If you are not a new student and just want to update your card you will need to provide proof of your current enrolment at the library and the staff can update the sticker for you at no charge.

## Library

You can:

- obtain your student card
- borrow books, journals, DVDs etc.
- use the computers, printers & photocopiers
- reset a forgotten password for college systems
- access online resources - databases, e-books, course related subject guides and tutorials on writing and information skills
- access Study Skills workshops
- ask library staff for help with computers, in finding resources and assignment writing
- access a copy of 'Library Services for Students'



## Student portal

The Student Portal connects you to all the information you need to get the most out of life at North Metropolitan TAFE.

The Student Portal allows you to view and update your enrolment details. Depending on the stage of your enrolment, you will be able to access the following features:

- My application - view the status of your application
- My calendar - view your timetable and other important dates (please note this will not be available until late January)
- My payments - view your payment history and instalment plan details (if relevant)
- My Study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from North Metropolitan TAFE
- Blackboard - links directly to the Blackboard eLearning platform.

## Important Contact Details

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Name:	Phone number:	Mobile:	Email Address:
Matt Jolliffe Lecturer	9202 4715		matt.jolliffe@nmtafe.wa.edu.au
Anne Blinco Lecturer	9202 4963		anne.blinco@nmtafe.wa.edu.au
Claire Yates Head of Programs	08 9202 4389	Thursdays only 0415438500	claire.yates@nmtafe.wa.edu.au
Student Services	1300 300 822		
Library Help desk (email help)	9427 1450		





## Basic WHS in the Classroom

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- Appropriate behaviour - no pushing, shoving, etc.
- Chairs - sitting properly, not swinging on chairs  
push chairs in when you get up
- Bags - don't leave bags in corridors, aisles, etc  
don't leave bags unattended
- Keep desks tidy - papers, pencils, etc. that fall on floor could cause  
slips or trips
- Watch out for cords from OHP, TV and other electrical equipment.
- No running in buildings
- Keep corridors clear
- Follow all fire drill and evacuation procedures

Note: Detailed WHS requirements will be discussed in your class.



## Services Available To Students in 2021

STUDENT SERVICES: 1300 300 822

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- Enrolment
  - Application forms
  - Course information
  - Customer Feedback & Complaints
  - Payment of fees
  - Results and Awards
  - Lost property
  - Assessment queries

BOOKSHOP: PERTH: 9427 1212

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- Process Full-time ID cards
  - Supplier of Text Books
  - Supplier of supporting materials e.g. pens, disks, notepads
  - Range of Institute personal items e.g. caps, bags for sale

LIBRARIES: LEEDERVILLE: 9202 4376 | PERTH: 9427 1450 | JOONDALUP: 9233 1005

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- Library Materials and staff to assist with queries
  - Resources such as online databases and tutorials
  - Computers for study purposes with free internet access.
  - Process student ID cards
  - Password resets

STUDENT SUPPORT SERVICES (additional):

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- [Disability Support Services](#) 9427 1314
  - [Mental Health Support](#) 9427 1250
  - [Koolark Centre](#) 9428 0340

EXTRAS

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- Canteens/Café
  - Prayer Rooms
  - Bike Racks
  - Gymnasium
  - Art Gallery
  - Water Fountains
  - Safety/Security Officers
  - Child Care
  - Beauty Salon & Massage Clinic
  - Pavillion Restaurant

More Info Available on the [NMTAFE Website](#).



## Student Email

All TAFE students, no matter what college or campus you are studying at, will have one email service.

Your email address format will take the form:

'StudentID'@tafe.wa.edu.au e.g. **1234567@tafe.wa.edu.au**

You will be issued with a default password that must be changed when you first login.

Your new password will need to include three (3) of the following character types: upper case letter, lower case letter, numbers, symbols and must be at least eight (8) characters long.

To access your student email, click on the following link:

<https://outlook.office365.com> 

As a student, you have an obligation to check your email and read what is sent to your student email from us on a regular basis.

Your account will be activated within 48 hours after confirmation of your enrolment.

### How to sign up & log in

Before you can use your email or 365 account you will need to register and login.

1. **Visit <https://outlook.office365.com>**
2. The first login for new students must be on a classroom or library computer on campus in order for your password to sync across various systems.
3. In the login box type in **yourstudentnumber@tafe.wa.edu.au**

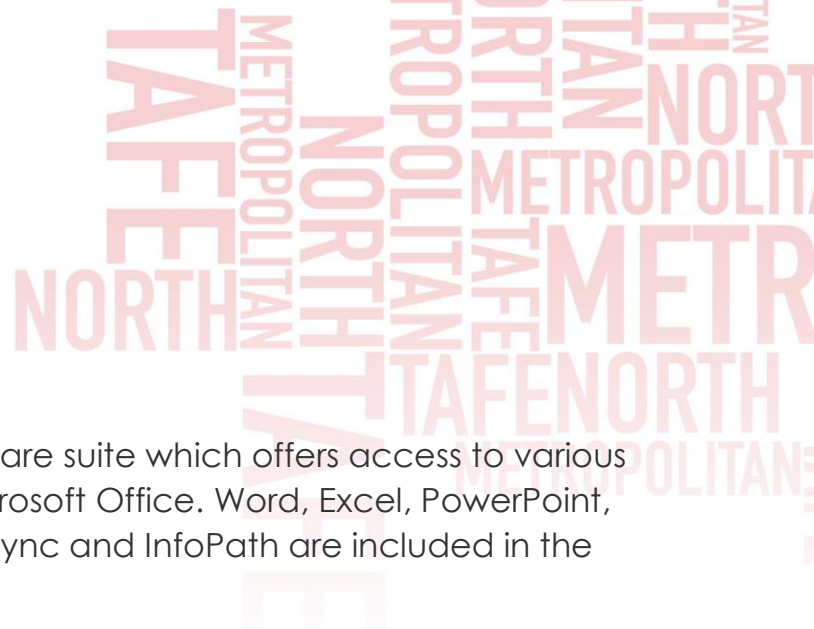
For example if your student number is 1234567, your login would be **1234567@tafe.wa.edu.au**

4. In the password box, type in your password.

This will be the default password you were issued at enrolment

5. Click sign in and you can now access your email account.

This will prompt you to set a strong password, which can then be used to access other Institute systems such as Wifi, Student Portal, Blackboard and Office 365.



## Problems with your email?

Contact the library on 9427 1450.

## About Office 365

Office 365 is an online office and software suite which offers access to various services and software built around Microsoft Office. Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync and InfoPath are included in the suite.

- Access to 1TB data in OneDrive (online storage for documents, photos, music, just like DropBox or Google Drive)
- Microsoft Office in the Cloud. This means you will be able to access all your documents from any device that is connected to the internet
- Microsoft Office downloadable on up to 5 devices (mobile phones, tablets, laptops, PCs and Macs)

## Passwords

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All digital systems at the college use the same username and password. These systems include:

- Campus PC login
- Office 365
- Campus Wi-Fi
- Student Portal
- Blackboard eLearning platform

When you first login to a Campus PC, you need to change the password. After changing your password, use your new password for all TAFE online services.

Your Default Password is Tafe (with a capital T) and your date of birth in DDMMYYYY format, e.g. Tafe24021980

### Password requirements:

- Cannot include your first or surname
- Must be 8 or more characters long
- Must include uppercase letters, lowercase letters and numbers
- Cannot reuse a password you have already used

You will be required to change your password every 90 days

If you haven't been able to change your password before it expired, please contact 1300 300 822 to reset it.



## Online safety and cyber security awareness

North Metropolitan TAFE is committed to providing a safe, effective and respectful online learning environment for our students. All students, their families, staff members and the wider community have a responsibility to ensure they are up to date with the latest cyber security information.

There are a number of eSafety issues affecting students today, including personal information and identity protection, cyber bullying and managing increased time spent online.

Below is a list of suggestions on how to stay e-smart.

### What can I do to stay eSafe?

- Ensure you always log off from a college computer if you leave it unattended
- Keep your personal devices secure and their software up to date
- Never click on a link or open a file that you do not trust
- Keep any mobile storage devices (USBs, hard drives) in a secure location
- Ensure your passwords are unique, regularly changed and never written down
- Report any abusive or illegal online activity to your lecturer or college staff member
- Ensure you stay up to date with North Metropolitan TAFE's [Acceptable Use of IT Services by Students](#) section on the Policies and responsibilities (a copy of this policy is included in this document).



## Student Code of Conduct

The Student Code of Conduct outlines the expected standard of behaviour for students. In general it is expected that as a student you will:

- Be responsible for your study program
- Treat staff and fellow students courteously and with consideration at all times
- Maintain a reasonable standard of grooming, including appropriate standards of hygiene and clothing
- Take reasonable care of North Metropolitan TAFE property, equipment, and facilities
- The conduct expected of a student is outlined in more detail below
- Sanctions, such as revoking computer or library privileges, withholding results, and suspension or expulsion from North Metropolitan TAFE, may be applied where students fail to conduct themselves in an appropriate manner. North Metropolitan TAFE by-laws provide further information on what is expected of students and the penalties that may be applied. A copy of the by-laws can be obtained from the website
- If you are unsure about what is the right thing to do in any circumstance, you are encouraged to ask advice from our staff.

### Dress standards

Students are expected to dress in a manner that is neat, clean and safe at all times, as would be expected in the workplace. You are also expected to wear any PPE (Personal Protection Equipment) as required by your course.

### Alcohol and drugs on institute premises

Students are not allowed on North Metropolitan TAFE premises or to use its facilities whilst adversely affected by alcohol or other drugs. The possession, use or sale of illicit substances on Institute premises is forbidden.

### Smoking on institute premises

Smoking is forbidden throughout North Metropolitan TAFE premises and facilities, including all outdoor areas, and taking in the areas immediately outside entrances to North Metropolitan TAFE buildings.



### Eating and drinking on institute premises

Eating is restricted to the canteen and communal, uncarpeted areas and is not permitted in classrooms or the libraries.

### Occupational health and safety

We are committed to promoting a safe and healthy work and study environment and recognises its obligation under the Occupational Safety and Health Act 1984 (OS&H Act) to, so far as practicable, provide and maintain a working environment where its employees and students are not exposed to hazards. The OS&H Act also requires individuals to take responsibility for contributing to their own safety in all circumstances.

### Conduct dangerous to others

Conduct, which constitutes a danger to anyone's health, safety or personal well-being, will not be tolerated. It includes physical abuse, threatening behaviour, harassment, discrimination, possession of dangerous weapons, or the creation of a condition that endangers or threatens the health, safety or well-being of self or others.

### Unacceptable behaviour

Conduct which disrupts staff and hinders them from delivering education and training programs and services or other services in an orderly manner is a breach of our By-laws. This applies not only in classrooms, but in all parts of North Metropolitan TAFE and during field trips or on work placements. Any individual or group behaviour, which is abusive, indecent, violent, excessively noisy, disorderly, dangerous, and offensive or which unreasonably disturbs other groups or individuals is prohibited.

### Misuse of institute property

Any act of misuse, vandalism, theft, malicious or unwarranted damage or destruction, defacing (including graffiti), disfiguring, or unsafe or unauthorised use of property is a violation of the Student Code of Conduct.



## Compliance with published policy

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Policies have been developed to guide students in the use of some of the facilities within North Metropolitan TAFE. You should make yourselves familiar with these policies, as you are required to comply with them if you use those facilities.

They include:

- Authorised Use of Computing Facilities

This policy is posted in every room in the institute with computing facilities for students' use.

- Conditions of Use of Libraries

Students must abide by the Library Conditions of Membership that are displayed in all Libraries and on the library section of the website.

## Academic misconduct

Academic misconduct includes:

- Regular lateness in attending classes and lateness in submitting assignments and assessable work.
- Failure to attend classes or other contact sessions and failure to submit assessable work according to deadlines.

## Cheating

Cheating means gaining an unfair advantage in an assessment by deception or a breach of the rules governing the assessment.

## Plagiarism

The term plagiarism refers to taking and using another person's ideas, writing or inventions as your own and failing to acknowledge the source and is not acceptable.

## Copyright

You may only copy materials in accordance with the Copyright Act 1968 and you must comply with licences for the use of intellectual property, including software.

## Confidentiality

As an enrolled student, you may be required to attend practical work experience placements as part of your studies. In the course of these placements, you may become familiar with information that is confidential to





that workplace. You must not divulge any information that you may become aware of as a result of a placement.

### Sanctions

Behaviour contrary to the student code of conduct often also constitutes a breach of our by-laws. There are a number of sanctions (penalties) that can be imposed on people who breach the Institute's By-laws including fines, suspension, expulsion or other exclusions, and withholding results.

You should appreciate that serious offences such as assault, theft, wilful damage and unlawful activities are highly likely to attract a suspension or even expulsion.

For a serious offence, suspension may be applied immediately, obviously impacting on your ability to continue or complete your studies.

For minor breaches of the code of conduct you will receive a warning asking you to rectify your behaviour. This may be a verbal reminder of the expected behaviour or an official written warning. Sanctions may be applied, including suspension, for consistent minor breaches of the code of conduct.

You should be aware that external authorities, such as the police, may be involved, in addition to any action taken under the by-laws, where a student's conduct breaks the law.

### Further assistance

If you have concerns about any aspect of our service, or suggestions about improving services, we want to know about them. You can bring your concerns or your suggestions to the attention of relevant staff by completing a complaint or suggestion form at Student Services at any campus.

If you have any doubts about the matters covered in the Code of Conduct, you should ask your lecturer or another staff member for assistance. Security staff are also available at some campuses to protect both property and people. They are available to you for assistance in any matter of access or security. Security staff will contact police and other emergency services if necessary.

A form to sign your agreement to abide by this Code of Conduct and the Acceptable Use of IT policy is included in the forms pack.



## Acceptable Use of IT Services (Students) Policy

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North Metropolitan TAFE provides students with the following IT services for learning and research purposes, during their enrolled unit, course or pathway of study:

- Access to computer software and equipment
- Access to wireless network services
- Access to the Internet
- Access to email

All students using the North Metropolitan TAFE IT services are required to comply with the principles outlined below and in the Information Services Acceptable Use Student Policy.

In using Information Technology, all students have a right to be treated fairly and have an obligation to act responsibly.

Inappropriate use exposes North Metropolitan TAFE to risks including but not limited to virus attacks, malware, compromise of network systems, service leading to reputational and legal issues.

### Principles

This policy applies to all students of North Metropolitan TAFE IT Resources. They are responsible for exercising good judgement regarding appropriate use of information, electronic devices and network resources in accordance with the North Metropolitan TAFE policies and standards and local laws and regulations.

The following overarching principles are to be followed by all students with access to the North Metropolitan TAFE systems or data.

#### 1. Training first

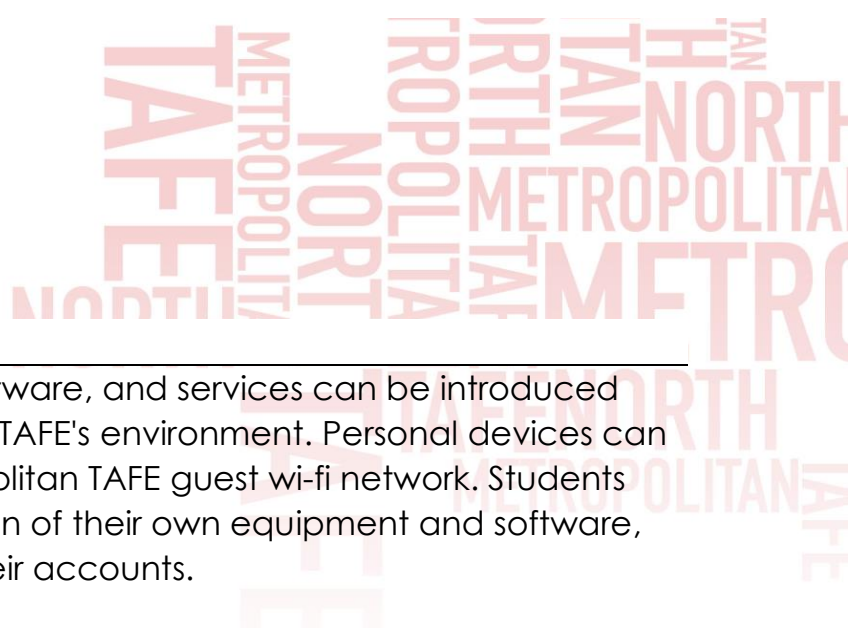
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IT assets and services are made available to students for training purposes. Limited personal use is permitted provided it does not impact on training delivery.

#### 2. Protect North Metropolitan TAFE interests

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IT services should not be used in a way that could cause the organisation embarrassment or loss, or to promote interests other than those of the North Metropolitan TAFE.



### 3. Approved components

Only authorised equipment, software, and services can be introduced and used in North Metropolitan TAFE's environment. Personal devices can be connected to North Metropolitan TAFE guest wi-fi network. Students are responsible for the protection of their own equipment and software, and safeguarding the use of their accounts.

### 4. Lawful use

IT assets and resources can only be used for lawful activities, and cannot be used for any activities which would contravene any laws or regulations with which the North Metropolitan TAFE is obliged to comply.

### 5. Report Issues

If you believe or suspect that something is not secure, or you need advice please promptly inform your lecturer or other North Metropolitan TAFE staff member, who will report the issue to the IT Support Helpdesk.

### 6. Unacceptable use of IT services

Unacceptable use includes, but is not limited to the following. Students must not:

- a. Use another student's digital identity, nor must you attempt to find out the password of another student, share passwords or leave your device unsecured.
- b. Attempt to subvert security measures in any way e.g undertake any activities that could result or assist in the violation of any North Metropolitan TAFE policy, software licence or contract. Examples of these prohibited tools include viruses, trojan horses, worms, password breakers, network packet observers or sniffers. Examples of prohibited activities include creating ping floods; spoofing packets; performing denial-of-service attacks; forging routing information for malicious purposes; scanning for vulnerabilities; or other computer hacking techniques.
- c. Attempt to adversely interfere with the operation of any of North Metropolitan TAFE IT services. For the purposes of this document, interfering includes wilful physical damage, wilful destruction of information, wilful interruption of normal operations, theft and accessing restricted areas.



- d. Wilfully waste IT services e.g. wasting network bandwidth by downloading, printing or sending large amounts of material that is not study-related.
- e. Use IT services to send obscene, offensive, bogus, harassing or illegal messages.
- f. Use the North Metropolitan TAFE IT services for commercial purposes nor publish or circulate information about other organisations via the North Metropolitan TAFE IT services.
- g. Use the IT services in a way that would be considered to pose cyber threat or social engineering risk to North Metropolitan TAFE or any other party.
- h. Intentionally create, view, transmit, distribute, copy or store pornography or objectionable material via North Metropolitan TAFE IT services.
- i. Intentionally create, view, transmit, distribute, copy or store any information, data or material that violates Australian legislation (including federal legislation or Western Australian state legislation). For example, you must not view, store, send, or give access to material regarded as objectionable by the Western Australian Classification (Publications, Films and Computer Games) Enforcement Act 1996 No. 40 (e.g. sexually explicit material involving children, incitement to violence, torture, and bestiality).
- j. Attempt to conceal or erase the evidence of a breach of North Metropolitan TAFE IT security.
- k. Allow your computer or personal devices to adversely affect North Metropolitan TAFE's IT services if you are bringing your own devices to campus and utilising wireless network services provided by North Metropolitan TAFE.
- l. Leave personal information stored within North Metropolitan TAFE IT services after your enrolment ceases. You must make arrangements for its retention and/or removal as appropriate prior to cessation of your enrolment.

## 7. Compliance

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To ensure student compliance with the Information Services Acceptable Use Student Policy, North Metropolitan TAFE reserves the right to verify compliance to this policy through various means including but not limited to monitoring student IT service activity and usage, reviewing logs and engaging internal and /or external audit. Students acknowledge that their usage may be monitored.



## 8. Non compliance

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Any student found to have violated this policy may be subject to disciplinary procedures as outlined in **Part 6 of the North Metropolitan TAFE By-laws**.

- a. North Metropolitan TAFE may terminate a student's IT service access and/or notify the relevant authorities if North Metropolitan TAFE staff believe that a breach has occurred.
- b. North Metropolitan TAFE may impose further sanctions, as outlined in the **Student Code of Conduct**.
- c. Sanctions applied in non-IT areas may result in removal of IT services to students.