



Extranet Access Policy and Policy Standards for Extranet Access

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Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

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This PDF contains the following documents:

Document 1:

Extranet Access Policy

Document 2:

Policy Standards for Extranet Access

Policy maintenance

This policy is to be reviewed and updated every two years. Any revisions to the policy must be submitted for consideration by the Policy Committee and approved by the Executive Officer and the School Curriculum and Standards Authority Board.

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Extranet Access Policy

Extranet Access Policy

1. Policy principles

The School Curriculum and Standards Authority (the Authority) supports the implementation of the *Western Australian Curriculum and Assessment Outline* (the *Outline*) and the Western Australian Certificate of Education (WACE) through the provision of high-quality resources. A number of these resources are hosted on the Authority's secure website, which is referred to as the Extranet.

To ensure that individuals accessing the Authority's resources have a legitimate and relevant interest in using these materials, this *Extranet Access Policy* (Policy) sets out the Authority's approach to managing access to the Extranet.

The Authority reserves the right to prohibit, remove or restrict access to the Extranet as it sees fit and to host materials on the Extranet at its discretion.

2. Scope

This Policy applies to individuals requesting, and/or who have been granted, access to the Extranet.

See [Policy Standards for Extranet use](#)

3. Background

Authority materials have been secured in the Extranet for the following reasons:

- to maintain student privacy where identities can be determined in student work used to develop annotated student work samples
- to discourage the use of Pre-primary to Year 10 assessment pointers without reference to corresponding annotated student work samples
- to host examination reports, available to teachers, to ensure these documents are used as a resource in the appropriate context
- to limit the possibility of copyright infringement for certain materials
- to protect the Authority's intellectual property.

4. Key terms

Education assistants/ Teachers' assistants	Individuals who support the teaching and learning of students.
Extranet	The secure area of the Authority website that requires an account and password for access.
Initial teacher education students (ITES)	Individuals enrolled in an initial teacher education program that can lead to a Teacher Registration Board of Western Australia (TRBWA) number, if completed successfully.

International school staff	Individuals working in international schools licensed to deliver Western Australian curriculum programs.
Students	Primary, secondary or home-schooled students as contemplated under the <i>School Education Act 1999 (WA)</i> , including any student in an overseas school licensed to deliver the Western Australian curriculum programs.
Teachers	Individuals who have a valid (current) TRBWA number.
Teacher Registration Board of Western Australia (TRBWA)	The body responsible for the registration of all teachers, from early childhood to Year 12, who teach in a Western Australian educational venue. The TRBWA is also responsible for the accreditation of initial teacher education programs in Western Australia.
Tertiary educators	Individuals currently working at a university or TAFE as a lecturer or instructor.
TRBWA number	Registration number assigned to teachers by the TRBWA.
Tutors	Individuals who provide educational instruction to a student and are not their classroom teacher. A tutor may or may not be a teacher.

5. Policy statement

Individuals wishing to access the Extranet must apply to the Authority for permission to do so. Such permission may be obtained through a registration process.

Access to the Extranet is subject to the criteria stipulated in the Policy Standards supporting this Policy. Use of the Extranet is contingent on compliance with the terms of access and use detailed in the Policy Standards, and the Authority reserves the right to suspend, cancel or modify an individual's access to the Extranet at its discretion.

See [Policy Standards for Extranet use](#)

6. Relevant documents and other sources of information/websites

This Policy is to be read in conjunction with the *Policy Standards for Extranet Access*.

6.1. Legislation and other regulatory frameworks

School Curriculum and Standards Authority Act 1997 (WA)

Copyright Act 1968 (Cth) and amendments thereof.



Policy Standards for Extranet Access

Policy Standards

The *Policy Standards for Extranet Access* (Policy Standards) are to be read in conjunction with the *Extranet Access Policy*. These Policy Standards are mandatory and set out the requirements and conditions with respect to individuals' access to the Authority's Extranet.

1. Access

The Authority restricts access to the Extranet to satisfy the objectives detailed below (not listed in order of significance):

- intellectual property – the materials hosted in the Extranet are of significant intellectual property value to the Authority and the State of Western Australia
- appropriate use – the Authority provides materials hosted in the Extranet for use in the appropriate educational context, e.g. annotated student work samples for the purposes of interrogating assessment pointers
- privacy – the Authority is firmly committed to protecting the interests and/or identity of individuals who have provided input to, works for, or appear in materials available from the Extranet.

Individuals who wish to access the Authority's Extranet can login or complete a registration request form at: <https://www.scsa.wa.edu.au/extranet/login>.

Queries from applicants regarding the various stages of the process can be directed to: lmshelp@scsa.wa.edu.au.

1.1. Teachers

Teachers shall be given access to the Extranet on request to the Authority on the condition that they are either:

- registered with the TRBWA with a valid (current) TRBWA number at the time of application, or
- working in international schools licensed to deliver Western Australian curriculum programs.

The TRBWA can be contacted via email at info@trb.wa.gov.au for queries regarding teacher registration.

Western Australian teachers will have access to relevant materials housed on the Extranet while they have a valid TRBWA number.

International school teachers will have access to relevant materials housed on the Extranet while employed at international schools licensed to deliver the Western Australian curriculum programs.

1.2. Teaching support staff

Teaching support staff shall be given access to the Extranet by the Authority upon request. Such requests will be granted on a time-limited basis of two years from the day that access is granted, after which they may reapply.

The following individuals are classified as teaching support staff:

- education assistants in the employment of a school delivering Western Australian curriculum or alternative curriculum approved by the Authority

- teachers' assistants in the employment of a school licensed to deliver Western Australian curriculum or alternative curriculum approved by the Authority
- curriculum support staff employed across the Western Australian school systems/sector.

Teaching support staff requests for Extranet access must include written endorsement by the Principal or Deputy Principal at the relevant school.

1.3. Course or learning area professional association members

Course or learning area professional association members who wish to access the Extranet must submit a request form to the Authority. Access will be granted on a time-limited basis for the duration of their membership, upon written confirmation of membership currency and duration.

1.4. Tertiary educators

Western Australian tertiary educators who wish to access the Extranet must submit a request form to the Authority. Access will be granted on a time-limited basis of two years, after which they may reapply.

Tertiary educators will be required to submit proof of employment in the delivery of an education related course/s.

1.5. Initial teacher education students

Initial teacher education students residing in Western Australia and/or enrolled at a Western Australian university who wish to access the Extranet must submit a request form to the Authority. Access will be granted on a time-limited basis of two years, after which they may reapply.

Initial teacher education students will be required to submit proof of enrolment in their relevant course/s and proof of Western Australian residency if enrolled at a university outside of Western Australia.

1.6. Tutors

Tutors who wish to access the Extranet must submit a request form to the Authority. Access will be granted on a time-limited basis of one year.

In addition to submitting a request form, tutors must submit their current Working With Children Check number and written endorsement from a teacher with a valid TRBWA number. The Authority may contact the teacher to authenticate their endorsement of the application.

1.7. Home educators

Home educators who wish to access the Extranet may submit a request form to the Authority. Access will be granted on a time-limited basis of two years.

Home educators must currently be registered with the Department of Education to be granted Extranet access.

1.8. International school staff

International school staff working in international schools licensed to deliver Western Australian curriculum programs, shall be given access to the Extranet by the Authority upon request.

Such requests will be granted on a time-limited basis of two years from the day that access is granted, after which, they may reapply.

International school staff requests must include written endorsement by the Principal or Deputy Principal at the relevant school. Request can be made by emailing lmshelp@scsa.wa.edu.au.

1.9. School Curriculum and Standards Division staff

Department of Education staff assigned to support the Board of the Authority as staff of the Division will be granted access to the Extranet.

1.10. Other

Other requests will be assessed on a case-by-case basis by the Authority.

2. Terms of access and use

Individuals who have been granted access to the Authority's Extranet are required to comply with the following terms of access and use.

2.1. Terms of access and use

Information contained on the Extranet is the property of the Authority and may not be copied, sold, shared, modified, redistributed, or used in a manner inconsistent with the Policy or Policy Standards, or otherwise considered inappropriate or unlawful.

Extranet materials must be used in accordance with their relevant copyright statement/s and in the appropriate educational context, e.g. annotated student work samples should be used to understand the application of assessment pointers.

The Authority reserves the right to remove or restrict an individual's access to the Extranet at any time, and to reject applications to access the Extranet. Accounts that are inactive for two years will be removed.

Users who are authorised to access the Extranet must not:

- share their login details
- use Extranet materials in a way that contravenes the Policy, Policy Standards, and/or relevant legislation.

2.2. Consequences of not observing terms of access and use

Any individual deemed by the Authority as not observing the terms of access and use of the Extranet may have their access to the Extranet revoked, and may be subject to disciplinary proceedings.

Any person who obtains access to the Extranet unlawfully or uses the Extranet in a manner that is inconsistent with the terms of access and use, may be the subject of a formal complaint to the Western Australian Police, their employer or relevant government authority as deemed appropriate by the Authority.

2.3. Contact details

Questions regarding the use of the Extranet materials can be directed to: info@scsa.wa.edu.au.

For assistance with use of the Extranet, contact: lmshelp@scsa.wa.edu.au.