

**STUDENT DIGITAL IDENTITY MANAGEMENT**

Section:	Administration (AD)
Subject:	Institute and Non-Institute Services
Legislation:	<i>Freedom of Information and Protection of Privacy Act</i> (RSA 2000 cF-25); <i>Health Information Act</i> (RSA 2000 cH-5).
Effective:	April 30, 2024
Revision:	

**APPROVED:** \_\_\_\_\_**President and CEO****POLICY**

The policy of the Board of Governors is that members of the SAIT community will use SAIT's computing, information and technology resources only for the purposes for which they are intended and shall be held accountable for their misuse of those resources.

**PROCEDURE****GOVERNING PRINCIPLES**

1. This procedure sets out guidelines and processes for the provision and retention of SAIT student digital identities and for student access to electronic resources available through any SAIT system.
2. In general, SAIT email and access to other electronic resources is intended to support SAIT's instructional, research, and service activities.
3. Student and alumni access to transcripts, tax receipts and [MyCareerHub](#) will continue regardless of the student's enrollment status.

**DEFINITIONS**

**Alumni** Graduates of SAIT's credit programs, non-credit certificate programs and apprentice programs.

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<b>Course start</b>	The first day of the course as set out in SAIT's official student database course registration information.
<b>End of course</b>	The last day of the course as set out in SAIT's official student database course registration information.
<b>Student</b>	A person currently enrolled in a SAIT program or course.
<b>Student electronic resources</b>	Resources that are provided to students to support SAIT's delivery of instructional, research and service activities (including, for instance, SAIT email, electronic library material, applications and online learning platforms).

## PROCEDURE

### A. Student Digital Identity Management

1. Access to student electronic resources requires an account in the Student Information System and will be managed as follows:
  - a) Credit program students will have their digital identity and email created and provided after payment of tuition deposit. Non-credit and apprentice program students will have their digital identity and email created and provided upon registration and payment of their courses. Other student electronic resources will be fully accessible by the course start date.
  - b) A student's digital identity will be moved to a limited online-only Microsoft 365 license four months after the end date of the last course. Access to all other student electronic resources will remain.
  - c) Student and alumni digital identities will be deactivated by an Information and Technology Services department procedure after 12 months of no SAIT course activity, and they will no longer have access to student electronic resources. The deactivated digital identity, including mailboxes and all storage, will be held for a 90-day retention period and will then be permanently deleted and not recoverable.

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2. If a student or alumni registers for a SAIT program or course after their account is deactivated or deleted, their digital identity will be restored or recreated. SAIT email IDs are unique and not reused or repurposed.
3. As per the provisions of procedure [AC.3.4.4 Student Non-Academic Conduct](#), a student's access to their digital identity may be temporarily or permanently suspended/deactivated.

## **B. Roles and Responsibilities**

1. Roles and responsibilities have been established for managing student digital identities. These roles include:

<b>Owner</b>	The Office of the Registrar is the business owner of this procedure and determines what and for how long student digital identities will be accessible. The business owner will work with stakeholders as required to address questions about access or compliance that cannot be resolved through the business owner's processes.
<b>Custodian</b>	The department of Information and Technology Services will maintain systems and scripts that support implementation of this procedure.

## **POLICY/PROCEDURE REFERENCE**

- AD.2.15     [Acceptable Use of Computing, Information and Technology Resources policy](#)
- AD.2.15.1   [Acceptable Use of Computing, Information and Technology Resources procedure](#)
- AD.2.15.3   [Use of Artificial Intelligence Technologies at SAIT procedure](#)