

## Introduction and expectations

### Introduction

#### **What You Need to Know**

Charlton Brown provides education and training services to a diverse cohort of students in a wide range of educational settings. It is essential that as a Charlton Brown student you understand your rights and responsibilities, the rules and expectations governing your behaviour and your safety, and the standards for academic integrity.

As an enrolled student, you assume these rights and responsibilities upon admission. In matters that are not specifically covered by the Charlton Brown Student Rules and Policies, you must observe the principles outlined here to ensure the dignity of each person, respect for others and their property, and academic excellence are upheld.

The Charlton Brown Student Rules and Policies applies to all students, including:

- All domestic and international students enrolled in Vocational Education and Training, Senior Studies, and non-accredited education and training, including students undertaking their training and/or assessment with another organisation on behalf of Charlton Brown;
- At any location where approved training and/or assessment occurs, including on-campus, online, specific approved sites, off-campus (such as work experience, vocational placement, professional practice, live work sites, and off campus activities or events), or in close proximity to Charlton Brown campuses; and
- In any other way deemed too seriously impact the interests or reputation of Charlton Brown.

Any breach of the Charlton Brown Student Rules and Policies will be subject to a Charlton Brown disciplinary process, and may also be unlawful behaviour under Queensland or Australian law, and result in further action being taken.

## Expectations

### What You Need to Know

The Charlton Brown Student Rules and Policies outline the expectations for students, and also the obligations of Charlton Brown to its students.

- As a Charlton Brown student you have a responsibility to:
- Provide all documentation/undertake actions required at time of enrolment;
- Treat others with courtesy, respect and fairness;
- Respect the safety, well-being and property of others;
- Refrain from behaviour that may be perceived as unsafe, intimidating, discriminating, harassing, bullying or disruptive to others;
- Respect Charlton Brown resources and facilities;
- Use computing and electronic resources appropriately;
- Participate actively and positively in learning and assessment activities;
- Make every effort to meet assessment requirements and submit work on time;
- Meet the requirements for academic progression and completion for your program of study;
- Disclose relevant information to enable Charlton Brown to assist you to undertake study;
- Proactively seek assistance from support services when needed.

### As a Charlton Brown student you can expect to:

- Be provided with accurate information about your program and the requirements for enrolment;
- Be treated with courtesy, respect and fairness regardless of age, gender, ethnicity, religion, sexuality or disability;
- Experience a safe learning environment where hazards are identified and controlled as far as is reasonably practicable;
- Be provided with the resources to complete your education and training;
- Have personal information treated confidentially, protected against unauthorised access, and provided to third parties only when permitted or required by law;
- Be assessed fairly and judged on the criteria outlined in program information;
- Be provided timely and constructive feedback about the outcome of assessment and progress of study;
- Have complaints and appeals considered promptly and objectively; and
- Have reasonable access to support services.

## Information Technology and Electronic Resources

### What You Need to Know

Charlton Brown recognises that information technology and electronic resources are a valuable source of learning.

These resources include computers and other devices, videoconferencing, internet, and intranet services provided by Charlton Brown such as the Learning Management System, email, and various websites and forums.

You are encouraged to make use of these resources for purposes relating to your education and training.

### Misuse of Information Technology and Electronic Resources

You are expected to refrain from the misuse of information technology and electronic resources. Misuse refers to wrongful, improper, inappropriate, unauthorised, or unlawful use of information technology and electronic resources, including:

Excessive personal use;

- Accessing or downloading website materials or files or transmitting material that is defamatory (including posting defamatory statements on the internet);
- Accessing, displaying, disseminating, or storing obscene or offensive material including abusive, pornographic, profane, or sexually oriented material;
- Using of information technology or electronic resources to access or distribute material that promotes hatred or discrimination based on age, gender, sexuality, race, ethnicity, cultural background, disability status, or socio-economic status;
- Using information technology or electronic resources to stalk, harass, threaten, bully, or intimidate anyone;
- Downloading, uploading, copying, storing or distributing software applications or other material with content that is illegal;
- Using information technology or electronic resources to access or to assist in concocting or distributing illegal drugs or dangerous materials;
- Breaching copyright, such as unlicensed copying of a computer program;
- Intercepting, attempting to steal or alter data (hacking), unlawfully accessing, altering, or falsifying electronic documents or programs; and
- Deliberately vandalising information technology or electronic resources.

## Addressing Misuse of Information Technology and Electronic Resources

Charlton Brown reserves the right to:

- Moderate access to internet and intranet services, including filtering of websites, and blocking selected non-educational and training websites, in order to improve the speed and quality of education and training delivery;
- Monitor and record all usage of its computer networks; and
- Access a student email account where it is considered that there may have been misuse of the email system.

The misuse of information technology and electronic resources is a form of student misconduct, and will be managed under the Student Misconduct process

Instances of misuse of information technology and electronic resources may also be unlawful behaviour under Queensland or Australian law, and may result in further action being taken.