



STUDENT HANDBOOK

SECTION 2 – STUDENT CODE OF CONDUCT, PRIVACY AND INTERNET ACCESS POLICY

STUDENT CODE OF CONDUCT

It is important that the Australian Learning Group (ALG) remains a positive environment in which to learn, with the utmost concern for the welfare of our students, staff and clients. ALG commits to providing a safe, caring and orderly environment to ensure that students have the opportunity to learn.

Students have an obligation to behave in a professional and respectful manner at all times in a way that is commensurate with studying in a professional organisation. A student must at all times maintain a positive approach to studying and display appropriate behaviour while engaged with ALG either within the premises of the Colleges or at any other location used by ALG in course delivery. A breach of student conduct will attract disciplinary action by ALG. In some cases, this may result in the expulsion of a student.

An instance of misconduct (inappropriate behaviour) is a disciplinary offence. Misconduct includes both academic misconduct and behavioural misconduct.

At no time will ALG tolerate disrespect or aggression towards other students, staff members or clients.

Creating a positive learning environment

As a student of ALG, either within the premises of the Colleges or at another location used by ALG, students have responsibilities to support a positive learning environment for all students:

Expectations include but are not limited to:

- Abidance by the Student Code of Conduct and all ALG policies and procedures
- Active participation in the classroom
- Showing a general interest in the teachings delivered
- Following a trainer's instructions
- Being respectful to fellow students and teachers
- Familiarising themselves with the Student Handbook prior to each term

All members of the ALG community are prohibited from engaging in the following behaviours whilst on ALG premises or undertaking ALG activities, regardless of the location of the activities:

- harassment, bullying or vilification
- racial vilification or racist behaviour
- sexual harassment
- discrimination on the basis of a personal characteristic such as age, gender, relationship status, pregnancy, sexuality or race
- discrimination on the grounds of disability or medical condition
- discrimination on the grounds of religion, political opinion, criminal record (when irrelevant), freedom of movement or trade union activity
- discrimination on the grounds of family responsibilities
- discrimination because of an association with someone identified on the basis of a personal characteristic
- victimisation of any member of the ALG community who makes a complaint under this policy

For the purposes of this policy, harassment and bullying do not include:

- reasonable direction from a staff member
- fair application of appropriate teaching, including guidance and assessment feedback
- implementation, with procedural fairness, of academic or non-academic misconduct procedures.

Medical Conditions

It is the student's responsibility to advise ALG in writing:

- Prior to enrolment, if the student is pregnant or has any medical condition that may put them at risk during their training and course of studies.

- If a student's medical condition changes adversely during their studies, that may now put them at risk during their training, the student is responsible to undertake no further classes or training until they advise ALG and get written advice from their practitioner on how to continue their studies.
- If the student is in any doubt of medical conditions that may put them at risk during their training, the student needs to seek medical advice from a suitably qualified Australian registered health practitioner for clarification before training with ALG.
- If a student requires any changes to the standard delivery of their program with ALG, they should refer to the [ALG Reasonable Adjustment Policy](#).

Personal Properties

Students will not hold ALG, its Executive Members, Directors, staff, trainers and education agents accountable, concerning any loss or damage of personal property that may have occurred whilst participating in their course or whilst on ALG premises or undertaking ALG external activities.

BREACHES TO THE STUDENT CODE OF CONDUCT

The following outlines possible breaches to the Student Code of Conduct:

Academic Misconduct

Academic misconduct includes but is not limited to:

- *cheating* – including supporting others in cheating
- *plagiarism, collusion* – including working in groups not approved by the trainer, electronic plagiarism (refer to Plagiarism Policy in the Student Handbook for further information)
- *falsifying* information

Behavioural Misconduct

Behaviours that will not be tolerated include but are not limited to:

- Breaches of Commonwealth or State law which underlie ALG's operations.
- Behaviour that impairs the reasonable freedom of other persons to pursue their studies and participate in the activities of the Colleges
- Refusing or failing to identify themselves truthfully
- Any act or failure to act that endangers the safety or health of any other person
- Actions that impair any person's participation in a legitimate Institute activity or, by act or omission, disrupts the peace or good order of the Colleges
- Acting in a way that causes students or staff or other persons within the Colleges to fear for their personal safety
- Acting in a way that causes damage to ALG's property
- Wilfully obstructing or disrupting any official ALG meeting, ceremony, activity, class or examination/assessment
- Any form of harassment, whether based on gender, race, age, ability, sexual preference or religious belief
- Wilfully damaging or wrongfully dealing with any College property, or the property within the Colleges of any person, including theft
- Being under the influence of prohibited drugs and/or substances including alcohol.
- Possession of dangerous articles or banned substances
- Trespassing or knowingly entering any place within the premises of the College that is out of bounds to students
- Making a false representation as to a matter affecting student status
- Engaging in abusive behaviour verbally and/or physically
- Rudeness or aggression towards fellow students or teachers and staff of ALG
- Sleeping in the class during lectures
- Any form of bribery, flattery, coercive behaviour or cheating
- Inappropriate use of electronic devices during class time, including, but not limited to mobile phones, iPods, iPad, video recorders and any other devices of a similar nature. Inappropriate usage refers to the use of devices in the classroom for anything other than educational purposes, including, but not limited to, accessing social media, entertainment, and making or receiving phone calls and texts.

CONSEQUENCES OF BREACHING THE STUDENT CODE OF CONDUCT

The Campus Manager or National Course Coordinator will determine the level of the misconduct breach in minor and major and will proceed as determined below.

First offence and/or minor breaches

The goal of ALG is to empower trainers to manage situations in their classrooms. Where suitable, situations should be addressed between the trainer and a student by referencing this policy.

Should a situation arise whereby a student is considered to be acting as a first offence and/or minor breach of the Student Code of Conduct or other policies and procedures of ALG, the Campus Manager or National Course Coordinator should investigate and resolve locally. Any

student facing allegations of misconduct will be provided in writing with specific information about the allegations and with an opportunity for the student to respond and/or provide evidence on this matter.

After the investigation, the Campus Manager or National Course Coordinator may decide:

- That the investigation concluded that the allegations were not substantiated and no further action was required.
- That the student is directed to cease actions that are subject to the allegation.
- The student is directed to provide a formal apology to the aggrieved party.
- That the student provides an undertaking in writing to not repeat the misconduct.
- The student will be given a verbal warning. If a verbal warning is not possible, the student will receive a written warning.

The student will be advised in writing of the determination and the reasons for reaching the determination.

The Campus Manager or National Course Coordinator can refer the allegation to the Director of Academic & Student Engagement at any time during the investigation if it becomes clear the allegation is too serious or complex to be dealt with at the local level.

Once the investigation is completed, the Campus Manager or National Course Coordinator will include the details of the misconduct and action decided in the student's profile in RTO Manager.

Repeated offence and/or major breaches

In cases of serious misconduct or repeated offence, this must be referred to the Director of Academic & Student Engagement or the Academic Manager. In cases of criminal offences, ALG will immediately refer the matter to the relevant external authorities (e.g. the Police).

Any student facing allegations of misconduct will be provided with specific information about the allegations and with an opportunity to respond and/or provide evidence on the matter. After investigating, the Director of Academic & Student Engagement (or delegate) may make one of the following determinations:

- that no further action is required, as the investigation concluded that the allegations were not substantiated.
- that the student is given a second and final written warning.
- that the student pays restitution to the value of repair/replacement costs for property damaged or stolen.
- that the student's grade or outcome be adjusted to Not Yet Competent (where the misconduct involved a form of academic misconduct relating to the subject). Note: this may result in non-issuance of a qualification or the revocation of a previously provided qualification.
- that the student's enrolment be suspended for a defined period. For further information, please see the [Deferral, Suspension and Cancellation Policy](#).
- that the student's enrolment with ALG be cancelled. For further information, please see the [Deferral, Suspension and Cancellation Policy](#).

In determining the penalties, ALG will take into account:

- the nature and seriousness of the misconduct.
- the student's previous record of misconduct and the penalties imposed.
- whether there are any mitigating circumstances.
- whether the student admits their misconduct and has expressed remorse.
- the potential impact on the student, including their capacity to complete their course.
- the potential impact on any other students or staff members involved.

The student will be advised in writing of:

- the determination and the reasons for reaching the decision.
- For international students, if the determination was a suspension or cancellation of the student's enrolment, ALG will send a notification with an intention to suspend or cancel the student's enrolment. Once the internal appeal process is complete, ALG will notify the Department of Home Affairs through PRISMS.

Once the investigation is completed, the Campus Manager or National Course Coordinator will include the details of the misconduct and action decided in the student's profile in RTO Manager.

The availability of internal misconduct resolution processes does not preclude ALG from referring a student to external authorities.

Records of misconduct

When misconduct is determined to have taken place, a full record will be kept of all stages of misconduct proceedings including all actions, evidence, correspondence, meetings and minutes. These records must be saved in the student's profile in RTO Manager.

Internal Appeal

Under the [Complaints and Appeals Policy](#), a student may lodge an internal appeal with ALG against a misconduct decision made under this policy within 20 working days of the date of notification of the decision.

If the student chooses to access ALG's internal complaints and appeals process, the suspension or cancellation of the student's enrolment cannot take effect until the internal process is completed, unless extenuating circumstances relating to the welfare of the student apply. In this case, ALG will maintain the student's enrolment until the internal appeals process is completed.

'Extenuating circumstances' relating to the welfare of the student may include but are not limited to, if the student:

- is missing;
- has medical concerns, severe depression or psychological issues which lead the provider to fear for the student's wellbeing;
- has engaged or threatens to engage in behaviour that is reasonably believed to endanger the student or others; or
- is at risk of committing a criminal offence.

Internal appeals can be made on the grounds that:

- there was a lack of procedural fairness in the investigation.
- the decision was manifestly unreasonable or cannot be supported by the evidence.
- there is new evidence not available at the time of the original investigation.

CODE OF CONDUCT – ONLINE AND VIRTUAL DELIVERY

ALG expects students to behave professionally and respectfully whilst attending face to face as well as online and virtual classes. This includes, but not limited to, forum discussions, webinars, emails, social media platforms.

Interactions with the trainers and other students:

- Communicate with ALG's team members, trainers and other students politely and in a courteous manner.
- Not use obscene, threatening or disrespectful language or images.
- Consider the views and opinions of others.
- Respond in a timely manner when dealing with requests and requirements of the course.
- Communicate and act honestly.
- Respect any confidential information.
- Acknowledgement and being responsible for their own actions.
- Ensure compliance with ALG's Policies and Procedures, legislation and regulations at all times.
- Value diversity and respect differences between people.
- Awareness and respect of cultural backgrounds, race, age, gender, marital status, religious belief, political affiliation, disability or sexual preference.

Online and Virtual Professional Behaviour

- Dress appropriately for virtual classrooms.
- Allow others to speak and respect other's ideas.
- Be aware of any background noise. The student should keep distractions to a minimum or mute the microphone.
- Avoid side conversations or multitasking.

For attendance information, please see [ALG student course progress, attendance policy and procedure](#).

The procedure outlined above will also apply for any misconduct during online or virtual delivery.

CODE OF CONDUCT – WORK PLACEMENT

For courses with a work placement component, students are required to complete training and assessment activities in an actual work environment. ALG has a designated department that assists the students in arranging a suitable facility to complete the work placement component. As such, ALG expects the students to behave in a professional manner and comply with the responsibilities outlined in the [Work Placement Student Guide](#).

Where a placement is terminated due to circumstances arising from misbehaviour or misconduct, ALG will not assist students in arranging an alternative facility to complete the required work placement hours in their course of study.

OVERVIEW OF PRIVACY POLICY

The ALG Privacy Policy outlines the circumstances in which personal information about students, staff and clients is collected, used and shared with others.

Student information and privacy policy is based on suggested wording from the Education Department and is based upon:

- The National Code 2018 – Standard 3.3.6
- The ESOS Act 2000 – Sections 19 and 175
- The ESOS Regulations 2001 – Regulations 3.01, 3.02 and 3.03
- The Privacy Act 1988, Section 14 – Australian Privacy Principles
- Australian Privacy Principles quick reference tool 1- 13

The objective of the policy is:

- i. To ensure the privacy of held personal data.
- ii. To clarify circumstances where personal information is provided to third parties.
- iii. To ensure the security of personal information within ALG.

STUDENTS - TYPES OF PERSONAL INFORMATION COLLECTED

The type of personal information ALG will be required to collect from *ALL* students includes:

- full name, gender, date of birth
- enrolment and course information
- fees information
- medical conditions where it has been provided by the student
- Photo ID

INTERNATIONAL STUDENTS - TYPES OF PERSONAL INFORMATION COLLECTED

In addition, the type of personal information ALG will be required to collect from *International Students* includes:

- about the student: full name, gender, date and country of birth and nationality; and once the student has established an address in Australia, the student's residential onshore address
- about the course: the CRICOS course code, agreed starting date and if the student didn't begin the course when expected; the expected completion date, and any termination of the student's enrolment prior to the expected completion date; and any change to the identity or duration of the course
- about course money: the amount of money the provider has received prior to issuing a CoE, and an estimate of the total amount the student will be required to pay to undertake the full course
- about health insurance: whether the student has paid for Overseas Student Health Cover (OSHC) before the course starts
- about English language proficiency: whether the student has undertaken a test to determine his or her level of understanding of English, the name of the test and the score the student received for the test
- about the student's visa: the Immigration Department office where the application for a student visa was made or is expected to be made; and if the student already holds a student visa, the number of the visa; and once studying in Australia, the student's local Immigration office
- about the student's passport: if the student was in Australia when he or she became an accepted student, the student's passport number
- about any breaches of student visa conditions.

STAFF AND CLIENT - TYPES OF PERSONAL INFORMATION COLLECTED

All data that is held for staff members and clients is limited to that required for ALG to conduct its business and services to clients and employment of staff.

WHAT IS INFORMATION USED FOR?

Under the Data Provision Requirements 2012, ALG is required to collect personal information about students and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Students' personal information (including the personal information contained on an application and enrolment form, letter of offer and training activity data) may be used or disclosed by ALG for statistical, regulatory and research purposes. ALG may disclose students' personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER*;
- Organisations conducting student surveys; and
- Researchers.

The personal information held by ALG is strictly limited for ALG to conduct its business of enrolment, training and certification of students and employment of staff. It may be shared between the Australian Government and designated authorities where relevant. Circumstances, where it may be used or disclosed, is for the following purposes:

- issuing a VET Statement of Attainment or VET Qualifications, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

*You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Information may also be used to check your details on VEVO, if required. VEVO is [Visa Entitlement Verification Online](http://www.homeaffairs.gov.au), which is fast and convenient way to view and email visa details and conditions. This may be used to check your suitability for a course. For more information about the VEVO service, visit the Department of Home Affairs: www.homeaffairs.gov.au.

GAINING ACCESS TO YOUR INFORMATION

Any individual can gain access to his/her personal information held by ALG. This request can be made in writing and with the relevant form of identification.

GOVERNMENT ACCESS TO YOUR INFORMATION

Information collected about you during your studies can be provided, in certain circumstances, to the Australian Government and designated authorities.

THIRD PARTY (NON-GOVERNMENT) ACCESS TO YOUR INFORMATION

Personal information will not be disclosed to any third party without the consent of the individual or as otherwise provided by law.

In a situation where it is impossible to give permission, i.e. an emergency situation or a legal situation, information may be shared at the discretion of a senior ALG manager.

KEEPING OF DATA

ALG respects the individual's right to privacy and undertakes careful steps to keep personal information confidential.

ALG will hold student, staff and client data in storage deemed by ALG as secure so as to protect the integrity of the personal information.

All ALG staff are made aware of their responsibility to keep student, staff and client data confidential and to only use this data as relevant in their daily operations and proper course of their work at ALG. This includes both during and post their employment with ALG.

If in any doubt of their responsibilities of personal data, staff take responsibility to request further information or guidance from a senior manager from ALG.

STUDENTS COLLECTING THIRD PARTY INFORMATION

Some courses require students to undertake activities such as case studies, student clinics or practical placements in which the student will be responsible for third party personal information e.g. a student may take a case history of a client to complete a case study assignment.

In these cases students are responsible to keep this third party data confidential and to only use this data as relevant to their course requirements. This includes both during and post their enrolment with ALG.

STATEMENT OF PRIVACY POLICY AND DATA COLLECTION

Whilst all the policies and procedures included in this Student Handbook are referenced and accepted by students enrolling into courses at ALG, the following notices are displayed on specific enrolment information to reaffirm uses of private information:

General notice

ALG is committed to the responsible collection and handling of students' personal information in accordance with relevant legislation. The personal information collected by ALG and the additional documentation supporting students' applications will be used by ALG and may be provided to third parties for the purposes of assessing and processing students' applications and managing their enrolment. Students have a right to access personal information that ALG holds about them. See ALG's Privacy Policy for details, which can be accessed at alg.edu.au/privacy-policy/

International Student Notice

Information about students is collected on this form and during enrolment in order to meet ALG's obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws

generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected about students on this form and during enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. In other instances, information collected on this form or during enrolment can be disclosed without students consent where authorised or required by law.

PHOTOS, VIDEOS AND OTHER MEDIA

From time to time, ALG takes photos and video recordings on campus that may be used for marketing and social media purposes e.g. a photo of graduation event. As a condition of enrolment, students grant permission to use their likeness that may appear in these photos, videos or other media without payment or other consideration. This does not include images and videos taken in public spaces or at public events. ALG is committed to privacy and if students do not wish for their images to be taken and published, the student may notify us at any time by visiting the website page alg.edu.au/optout.

CONSUMER PROTECTION

ALG has a reputation as a safe, progressive and dynamic place to study. ALG aims to provide an environment to support quality vocational education and training to benefit individuals, industry, business and the wider community.

As a Student you have the right to expect that the education and training will be consistent with the Australian Skills Quality Authority (ASQA) regulations, be informed about personal information that is collected about you and the right to review and correct that information, access to ALG feedback and complaints handling process.

With rights come responsibilities and as a student in ALG your responsibilities include:

- Agree and abide by ALG student policies and procedures
 - Providing accurate and complete information to ALG
 - Behaving in a responsible and ethical manner
-

STUDENT DRESS CODE AND UNIFORM POLICY

Students are expected to dress in a manner that is neat, clean and safe at all times, as would be expected in the workplace.

In some courses or modules there are specific dress codes or uniform requirements. Currently these include:

- Student Massage Clinic - Students must wear either a school logo t-shirt or a plain black or white t-shirt (only a minimum level of logos or designs will be accepted), with loose fitting pants or shorts. The College does not allow short skirts or shorts, low-riding pants, bare midriffs, low-cut tops or singlets. Students are required to have short, clean nails, clean clothing and no strong body odours. Appropriate footwear must be worn on school premises.
 - Students attending practical sessions at our nominated gym partners in Melbourne must wear a Australian College of Sport & Fitness branded sport T-shirt which will be provided by the College. Access to the gym may be denied if a student is not wearing a Australian College of Sport & Fitness branded sport T-shirt.
-

FOOTWEAR POLICY AND MESSAGE STUDENTS

It is ALG's requirement from a WHS perspective that appropriate footwear is worn on school premises.

Message students need to be aware that we deliver our training in non-traditional clinic rooms. These are high traffic, multi-purpose classrooms.

We acknowledge the personal preference of some students and specific modalities may require the removal of footwear. In these instances, clean socks must be worn at all times. Footwear must be replaced as soon as practicable.

In order to clarify this policy statement:

- Footwear MUST be worn at all times outside the classroom/clinic room.
 - Footwear must be worn when setting up work areas or when moving, adjusting, setting up or collapsing tables and/or chairs.
 - We realise that in order to receive massage treatments, students will need to remove their footwear. Footwear must be replaced as soon as practicable.
 - In some modalities (e.g. Shiatsu) the use of feet is integral to the approach. Clean socks must be worn in these situations.
 - Student preference may require removal of footwear whilst performing a massage treatment. Clean socks must be worn in these situations and footwear must be replaced as soon as practicable.
 - Students must replace their footwear when leaving the classroom/clinic room.
 - Any person who is not wearing footwear in violation of this policy will be asked to do so immediately.
-

PERSONAL HYGIENE POLICY FOR MASSAGE STUDENTS

For Work Health and Safety reasons and for the comfort of fellow students, all students are required to maintain the highest standard of personal hygiene when attending class.

This includes:

- Clean & tidy appearance
- Clean hands
- Short, clean fingernails
- Clean towels
- Long hair neatly tied back
- Wearing of underwear
- Minimal body odour and no strong smelling fragrances

WORKING WITH CHILDREN REQUIREMENTS

Some courses require students to obtain a Police Check and/or a Working With Children Check to undertake certain activities in the course.

These checks will be a pre-requisite to participate in some activities, which means failure to provide one may mean the student is unable to participate in that section of the course and be required to defer or cancel their course.

ALG will instruct the student when and how they will need to obtain a check. The cost of these checks are at the expense of the student.

Please refer to the course outline or Student Services Team to see if the course intended to study requires this.

KEEPING YOUR DETAILS UP TO DATE

It is the student's responsibility to update ALG of any changes and/or corrections to their personal details including name, address, phone numbers and email address within 7 days of a change. Students are to contact the Student Services Team to update their details. Alternatively, if they have an ALG Student Portal, they can log on directly to the portal to update their details: alg.edu.au/studentportal within 7 days of a change.

STUDENTS MUST ENABLE EMAIL ACCOUNTS TO ACCEPT EMAIL SENT FROM ALG

ALG communicates regularly with all students via email. Students need to ensure they have enabled the email system they are using to accept any email from ALG including automatic emails that are sent from our student management system to the email address they have nominated. In the case of these automatic emails from ALG, students with manual approval spam filters take the responsibility to set their email setting to accept these emails from ALG.

INTERNET ACCESS POLICY

The internet is made accessible for students and staff to supplement and advance learning processes. The purpose of this policy is to ensure that students and staff utilise the internet services available in an appropriate, responsible and secure way. This policy applies across campuses, to all ALG students, staff and visitors.

ALG reserves the right to monitor and record all activity and usage of the 'Alg_Student' network. By accessing and using this network, students, staff and visitors are agreeing to abide by this policy

EXPECTED USER BEHAVIOUR AND RESPONSIBILITIES

Students are encouraged to use ALG's internet services for educational and professional purposes with reasonable allowance for personal use. However, users must ensure that they fulfil their responsibilities as set out below. Users must:

- Ensure that the internet is not used against the best interests of ALG
- Take reasonable precautions to prevent the safety of account information
- Monitor the language being used
- Respect the copyright of information available online
- Notify and disclose to ALG trainers or Student Experience team of any material received that is inappropriate or causes offence

PROHIBITED BEHAVIOUR

Users must not:

- Engage in any activity that could compromise the security of ALG's network including hacking, installing viruses or codes
- Attempt to gain unauthorised access to ALG's network beyond their authorised access
- Use the ALG internet to seek out inappropriate, offensive or obscene content including material that is illegal, pornographic, violent or discriminatory
- Publish information that is defamatory or damaging to other individuals and organisations, including ALG.
- Make available or use pirated copies of materials available online including but not limited to films, music, textbooks without permission of the copyright holder or as permitted by law
- Use the ALG internet to discriminate, harass, defame, threaten or vilify any individual or group
- Publish personal information about themselves, others or ALG without permission
- Email unnecessary or inappropriate content to other persons
- Plagiarise or infringe the copyright of information available online or information belonging to another individual or organisation
- Make use of unlicensed products and applications, including the Bit torrenting of online media.

Right to Monitor

ALG reserves the right to audit and monitor, without any notice, the use of the ALG's network facilities. This includes the monitoring of any emails sent and received, downloads and any internet activity.

Breach of the Policy

A student or another person who becomes aware of a breach of this policy should report the matter to the Student Experience Team on the applicable campus. A student who is found to have breached the provisions of this policy may be subject to disciplinary measures in accordance with ALG's Code of Conduct Policy and/or legal actions where applicable.