**Policy Rationale**
This policy is designed to address the issue of learning resources for use by VCAL, VET and CGEA students at CCAE. Student numbers and economies of space preclude the CCAE from operating an on-campus library housing resources for the various accredited courses run at the College. Therefore we have adopted the following alternative policy.

**Policy Aims**
- To enable students access to print and non-print resources to enhance their studies
- To enable staff access to print and non-print resources to maintain best practice curriculum development

**Procedure - Echuca Regional Library**
- Upon enrolment students are provided with an application form to join the Echuca Regional Library. As members of this library they have access to the catalogue items held by the State Library of Victoria. Books, periodicals, DVD’s may be borrowed freely by students under the same conditions applicable to a regular library member.
- Similarly, staff will join as members of the Echuca Regional Library so as to avail themselves of the resources required to ensure that their curriculum subject-matter is current.
- Members of the Echuca Regional Library are also able to borrow LaTrobe University library resources.
- Students are free to visit the Library during their non-class time as it is in close proximity to CCAE.

**Procedure - Internet Provision**
- Our College actively supports access by students to the widest variety of information resources available, accompanied by skill development to filter, analyse, interpret and evaluate the information encountered.
- All students and staff at CCAE have censorship filtered internet and email access. All students and staff have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and can be removed for breaches of protocol.
- Student behaviour when using College computers and networks, the internet and e-mail, and when engaging in any activity with College computers must be consistent with the College’s Student Code of Conduct.
- An internet coordinator is appointed to liaise with staff and a technical support technician to manage all e-mail access, College web site maintenance, web filters, and all other issues related to internet access by students.
- The College undertakes to ensure that information published on the Internet by students or the College is of a high standard, meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.
- Signed parent/guardian and student consent (see below) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
- Privacy of students, parents/guardians, staff and other users must be recognised and respected at all times. Student’s will only identify themselves on the internet by their first name and last initial.
- Teachers and Trainers are required to utilise and integrate technologies, including on-line learning opportunities, into their programs for all students.
- The College will provide appropriate professional development and support for all staff.
- Costs associated with class-related internet learning are borne by the College but personal internet usage will be borne by students.

**Evaluation**
This policy will be reviewed bi-annually.