Policy Rationale

This policy is designed to address the issue of learning resources for use by Foundation Level Program students at CCAE. Student numbers and economies of space preclude CCAE from operating an on-campus library housing resources for all the accredited courses run at the CCAE. 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 [http://swft.cprl.ent.sirsidynix.net.au/client/cprl](http://swft.cprl.ent.sirsidynix.net.au/client/cprl)
- 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 may 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

- CCAE actively supports access by students to a wide variety of information resources, accompanied by skill development to filter, analyse, interpret and evaluate the information encountered.
- All students and staff at CCAE have internet and email access.
- Access is a privilege that can be removed for breaches of protocol. This includes CCAE computers and networks, the internet and e-mail, or engaging in any activity with CCAE computers that is inconsistent with the CCAE’s Student Code of Conduct.
- A part-time IT Assistant is appointed to liaise with staff to manage all e-mail access, CCAE web site maintenance, web filters, and all other issues related to internet access by students.
- CCAE undertakes to ensure that information published on the Internet by students or the CCAE 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.
- Publishing, accessing or failing to notify the IT Assistant of inappropriate material may include 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 CCAE will provide appropriate professional development and support for all staff.

Evaluation

This policy will be reviewed bi-annually.