

STUDENT HANDBOOK

2024

WELCOME

On behalf of the Board of the Country Universities Centre Maranoa, it is my great pleasure to welcome you to the Centre.

At CUC Maranoa, we believe an aspiring student's future should not be determined by where he or she lives. The establishment of the Centre here in the Maranoa will allow local students to participate in Higher education and achieve their educational aspirations from their home town.

As a local student, you will have free access to a high tech campus-like facility, academic and administrative support and the opportunity to create a network of like-minded students in our region.

The Centre has been established through financial support from the Commonwealth Government and our proud local Foundation Sponsors of Santos, Origin, the Maranoa Regional Council and Powerlink Queensland.

CUC Maranoa is here for you, the students of our region and I wish you all the best as you progress through your education and hope that CUC Maranoa attributes to your overall success.



Cameron O'Neil

Chair, CUC Maranoa Board of Directors

Diversity

At CUC Maranoa we have a commitment to respecting and valuing student diversity, inclusion and wellbeing. By practising the principles of equity, diversity and inclusion we seek to create a vibrant and inclusive learning environment that allows ideas to flourish, people to be empowered and communities to grow.



Bringing degrees to regional, rural and remote Australia.

Student Services

Our Centre is a secure space where students can focus entirely on their studies. Students can connect with like-minded people and experience a campus-like environment while they study locally in the Maranoa. We are focused on assisting our students to settle into study, improve their academic skills and make sure they feel like they have the tools to succeed in their studies.

Access Hours

We recognise that our students often want the flexibility to help ensure that they can balance their study/life/work needs and commitments. Our Centre is staffed from 8:30 am to 5:00 pm each business day, and is open to registered students with swipe card access from 5 am to midnight, seven days a week.



"You don't have to be great to start, but you have to start to be great"

Student Services

Quiet Study Spaces

Students come to our Centre because they want a quiet study space where they can focus solely on their studies without the interruptions they face at home. We have tailored our environment with students at the forefront of our thinking.

Our Centre has four key study areas:

- A dedicated quiet central study room with computers and space to bring personal devices to work on;
- Quiet offices for those who feel like a little extra solitude or want to work together in the offices with two desks;
- A breakout and training room, which can be used for seminars, tutorials, workshops, exams and group work;
- And space for student collaboration, including our kitchen, lounge and outdoor spaces.



"Let today be the start of your tomorrow"

Technology

Our Centre offers students access to high-speed internet (100 Mbps connection), printing and copying facilities, video conferencing facilities, desktop computers and BYO spaces.

Computers

Our computers have Deepfreeze software on them, meaning that upon resetting they return to default configuration and settings. This means that students are unable to safely save documents to the PC's. Students will be provided with a login to a personal online Microsoft account, which will allow them to save their work to their OneDrive cloud storage. If you require certain software to be downloaded onto a computer, please let your Centre Manager know.

To access the internet on your own device you will need to obtain a personalised login from your Centre Manager.

Please note that your browsing can be tracked from your login so only browse sites that are appropriate or your use of the internet and computers will cease.



Technology

Using the Printer

Printing is free for the first 300 prints per semester to all CUC Maranoa students! You can print from any of the CUC computers or via plugging a USB directly into the printer.

When printing you will need to input an ID and PIN both at the computer and the printer itself. The ID and PIN are the 3 digits after CUC on the very bottom of your access card.

Once you have printed from your computer make a mental note of your particular computer's username. (it is on a label on top of the computer and also listed there when you first log in). Then go to the printer and select <Print> from the home screen. It will list all the print jobs held in the printer. Select yours (you can tell which is yours by the username listed, as it will match the computer username you noted from your computer) and then select print. Your prints should now start printing.

If you need to replace toner, new toner can be found in bottom cupboard to the left when facing printer. Just follow the instructions on the printer screen. Also please let one of the staff know it was replaced so we can make sure a new one is ordered

To Print From USB

- Save document to a USB (**MUST BE IN PDF FORMAT**)
- From the home screen on the printer, tap Access Stored Media
- Tap Memory Media
- Highlight your USB
- Select the files you want to print
- Press Print
- Remove USB once done by pressing the eject symbol

To Scan Documents to a USB

- From the home screen on the printer, tap Scan and Store
- Tap Memory Media
- Highlight your USB
- Load document in top feed tray or lay facedown on glass
- Check scanning options, then press scan
- Remove USB once done by pressing the eject symbol



If required, the printer driver for both PC and MAC can be located on your USB stick that was given to you with your access card.

You can also find it on the CUC Maranoa student portal website

www.cucmaranoa.info.

Technology

Video-conferencing

Our breakout and training rooms are equipped with televisions with video-conferencing and zoom capabilities. Just let your Centre Manager know when you would like to book the use of these rooms.



"Develop a passion for learning, if you do you will never cease to grow"

Student Support

Academic Skills

Any registered student can receive support to improve their general academic skills. Student support may include workshops in referencing or essay writing and one-on-one support. For students who are new to study, or returning from a long break, we offer additional support to settle in to study and become familiar with academic literacy and university processes.



"Start where you are. Use what you have. Do what you can"

Student Support

Wraparound Support

We believe that by providing our students with wraparound support, they have a better chance of succeeding in their studies. We assist both current and future students with the administrative tasks associated with study.

For future students, this can include finding which course or university may be the right fit for student aptitudes or career goals, understanding enabling pathway options, and assisting with enrolment processes. Our team also assists with understanding university processes such as HECS-HELP information and census dates. The language of university systems can be daunting for new students, or those returning after a long break, and we seek to break down these barriers to study by working with students to understand the processes and language of their university or course provider.

For current students, we assist with navigating university learning portals, connecting students with university support teams, including assistance in applying for extensions or special considerations when unforeseen circumstances arise, connections with progression teams, library services, and other student support options. Our team also assists students in finding and applying for scholarships.

Exams

Our centre offers professional exam invigilation services with qualified supervision and exam rooms. We also offer remote proctoring for the increasing number of online university exams.

"Believe in yourself and you are halfway there"

Student Success

Mental Health

Our centre staff are all mental health first aid trained, and offer wellbeing support for students from sitting down and having a coffee, through to referral to university or other support services. We can help you to manage your study workloads with other demands, and encourage open conversations about your health and wellbeing.

Wellbeing Programs

Wellbeing sessions are provided for academic and personal support, in areas such as stress management, resilience, managing expectations, dealing with anxiety, loss of control and effective study skills such as motivation and time management. Look out for our wellness sessions, such as our Wednesday wellness walks, Thursday tennis hit-outs and Barefoot Bowls!



"Successful and unsuccessful people do not vary greatly in their abilities. They vary in their desires to reach their potential"

Learning Skills Advisor (LSA)

Face-to-face Support

Book in our LSA

The role of the LSA is to assist students registered with the CUC to develop and refine the core academic skills necessary to succeed at university. On a practical level this is offered through:

- Individualised face to face academic skill development sessions; and
- academic skills workshops.

Are you struggling with or more importantly, could improve your:

- Academic writing (basic)
- Academic writing (advanced)
- Assignment planning
- Breaking down a question
- Digital Literacy
- Effective notetaking, summarising and paraphrasing
- Effective reading
- Exam preparation
- Referencing
- Research skills (basic)
- Settling into study
- Source analysis
- Structure (Essay/paragraph)
- Structure (report)
- Study planning/time management
- Wellbeing/personal
- Writing feedback
- Making connections



You can book in a time with our LSAs via our Student Web Portal

<https://www.cucmaranoa.info/>

or Email lsa@cucmaranoa.edu.au @ cucmaranoa.edu.au

"Let today be the start of your tomorrow"

Our people

Centre Manager

A message from Jess Wild



I recently relocated with my family to Roma and was blown away by the fantastic facilities CUC Maranoa provides. Over the past three years I have been completing a Bachelor of Health Science/ Masters of Speech & Language Therapy. As a mature age student, I understand the pressures of juggling studies with raising a family, work and remote learning. It has been invaluable to be able to study in an environment that's conducive to learning, with first class resources easily accessible, right here in Roma.

My family and I have had the privilege of living, working and studying across much of regional Queensland. We understand the challenges distance brings, and also the benefits of being part of a community.

"It is with great excitement that I join the CUC Maranoa team to help continue providing this wonderful facility for the Maranoa community. I am passionate about enabling access to learning opportunities. I look forward to meeting students, engaging with community and building industry links to increase education opportunities within the region. "

Jess will be at the centre from 8:30 am to 5 pm, Monday to Friday.

You can contact Jess via phone 0407033289 or email

jess.wild@cucmaranoa.edu.au

"The secret to getting ahead is getting started"

Our people

Learnings Skills Advisor

A message from Katherine Ballon



I was born and grew up in Roma, moving away for 6 years to complete my Secondary Schooling and Bachelor of Exercise Science and Graduate Diploma in Early Childhood Education. Having returned back to assist in the running of our family cattle property and now raising a family of my own, I am passionate about our local community and excited for the opportunity CUC Maranoa is providing students on their learning journey.

With the experience of being a student coming from this region, studying on campus, away from home, online and on placement in rural areas, I can appreciate the benefits and challenges these study modes can present for rural students. My experiences have me feeling well equipped to support students to face these obstacles to reach their learning goals.

"I look forward to meeting and working with the students to help develop their academic skills, maintain their wellbeing, and continue to build the wonderful and inclusive learning community here at CUC Maranoa."

Kat's hours can be flexible to suit your needs
You can book in a time with Kat via our Student Web Portal
<https://www.cucmaranoa.info/>
or Email Katherine.ballon@cucmaranoa.edu.au

"The distance between dreams & reality is called action"

Our people

Learnings Skills Advisor

A message from Glenys Hughes



I graduated with a Diploma of Teaching (Secondary) and a Bachelor of Education before teaching in secondary schools in Brisbane, on the Sunshine Coast and in Western Queensland. Making Roma my home 25 years ago, I taught at St John's School prior to being full time self employed as business manager in my family business for the past 11 years.

I have two children of my own engaged in tertiary studies, and am familiar with the requirements and pressures of juggling study, prac, work and family life.

"I am excited to be working in the positive learning environment that CUC Maranoa offers. I look forward to assisting students with their learning and am thrilled to be able to help them achieve their study and career goals while living at home."

Glenys's hours can be flexible to suit your needs
You can book in a time with Glenys via our Student Web Portal
<https://www.cucmaranoa.info/>
or Email glenys.hughes@cucmaranoa.edu.au

"The distance between dreams & reality is called action"

Our people



Centre Support Officer

A message from Danny Tucker

I was born in Roma and have lived here all my life. I managed to get an apprenticeship as an electronics technician straight out of school and have spent 25 years in the IT industry working for a local company.

As a former apprentice and having helped many other local apprentices through their TAFE training, I appreciate having a place like this for those who live in more remote communities to have access to the resources the CUC provides for their studies.

"I hope to be able to assist those students who come here and make the CUC have a welcoming and comfortable atmosphere for all that step through the doors."

Danny will be at the centre from 12:00 pm to 5 pm, Monday to Friday.

You can contact Danny via email

danny.tucker@cucmaranoa.edu.au

"It does not matter how slow you go as long as you don't stop"

Our people

Widening Participation Officer

A message from Laura Jones



I was born and raised in the small town of Gisborne, New Zealand. Raised on a sheep and cattle farm, my early exposure to rural life fueled my eagerness to explore the world. My journey began with a diploma in beauty, after which I embarked on an exciting career, which led the pathway to work on cruise liners and super yachts.

I decided to anchor myself in Australia and delve into the study of natural health therapies. I discovered my passion for teaching, particularly in the Vocational Education and Training (VET) sector. Here, I found fulfillment in guiding students to unearth their strengths and excel in their chosen paths.

Following my husband's work, me and my young family have now moved to Roma, where I humorously observes that "the grass is a little less greener than NZ." Embracing the tight-knit community of Roma, me and my family have found a sense of belonging. Balancing the roles of a devoted mother, business owner, and Widening Participation Officer, I wholeheartedly embrace the commitments of life in Roma.

"I have a real dedication to empowering young minds, with diverse experiences that have instilled in me a profound commitment to helping children discover their potential and pursue their dreams."

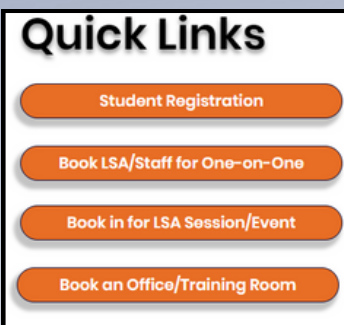
You can contact Laura via email
laura.jones@cucmaranoa.edu.au

"It does not matter how slow you go as long as you don't stop"

How to book a Staff Member or an Office

To book one of the staff members for support or to book one of our offices/training rooms at the centre you will need to go to our Student Web Portal

<https://cucmaranoa.info/>



On the home page, select from the options of booking a staff member or booking an office.

For office/training room bookings select the office you want and the date and time you want to book the room. Click on the green "Book" button.

It will ask you to put in your email address. If this is the first time you are using the system you will need to setup an account with all your details.

An email will be sent to your email inbox with a link you will need to click on to register your account and create a password.

NOTE: Once you have set up an account you can then download and use the app on your phone or tablet to make bookings by using the app called **skedda**.

Once you have your account you can login and make/remove/check appointments using the app or via the website as you need.

If you have any problems with this please see one of the CUC Maranoa staff and we will help you set it up and show you how it all works.

"The difference between ordinary and extraordinary is that little extra."

Important Info

- Access is from 5.00 am - midnight, seven days a week
- The centre is alarmed after midnight. YOU MUST BE OUT OF THE BUILDING by 12:15 am. If you set off the alarm after this time you will be charged a call-out fee for the security company and/or police.
- Your swipe card is for YOU, ONLY YOU. Do not let anyone else in, with your swipe card. If you lose your swipe card, let the staff know so they re-issue you with a card.
- All centre and swipe card use is monitored by computer and CCTV. Therefore if something happens in the Centre when you are identified as using it, responsibility will fall to you.

PLEASE REMEMBER

Under no circumstances is the following permitted within the Centre:

- Consumption of drugs, alcohol or smoking
- Anti-social behaviour
- Unregistered users

Students found in breach of these requirements may risk losing their access to the centre.

Regrettably, the CUC is not set up to accommodate children and/or pets.

"It's not about how bad you want it. It's about how hard you're willing to work for it."

Important Info

To keep our centre as beautiful as it is now...

Please do:

- Treat the centre with the same love & respect as your home
- Be kind & courteous to your fellow students and to the staff of CUC Maranoa
- Leave your study zone how you found it, nice & tidy, ready for the next person
- Clean up after yourself in the kitchen/social room
 - put all dishes in the dishwasher
 - wipe the bench
 - remove your items from the fridge when you are done with them
- Be careful with drinks around the computers

Please don't:

- Walk dirty shoes in... leave them at the front door if needed
- Put any food scraps in the bins in the study zone
- Be a bother to your fellow students... keep the study zone as a quiet place to study & catch up in the social zone



"Don't let what you cannot do interfere with what you can do."

Safety

The safety of our students and staff is our main priority.

CCTV

To ensure the safety of everyone within the centre, every zone (other than the amenities) are fitted with CCTV cameras. If there is an incident, the camera footage will be reviewed.

Duress Alarms

There are two duress alarms located in the centre. One is located in the study zone at the entrance to the amenities, and the other is in the social zone near the sink. When pressed, the Centre Manager, security and the police will be called.

Security patrol

Roma Security will patrol the centre at 9 pm and midnight each night. If you would like to be escorted to your car, please wait at the front doors at 9 pm and midnight.

First-Aid

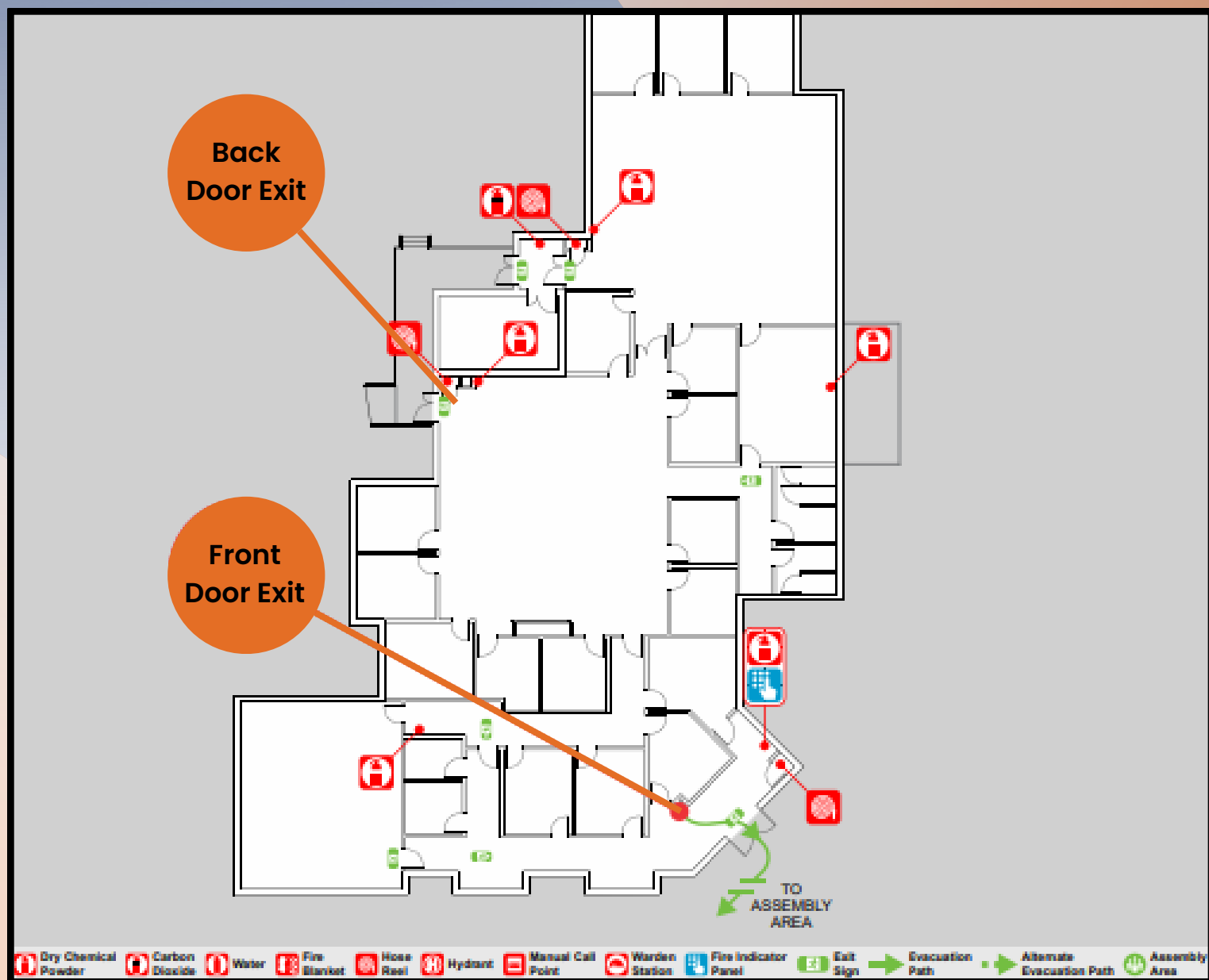
There is a first-aid kit located in the cupboard under the microwave in the kitchen/social zone. If you use any items, please document what you have taken on the form within the box.

Fire safety

The centre is fitted with fire alarms. Please find the location of the fire exits and fire equipment on the evacuation plan that follows.

"It's not going to be easy, but it's going to be worth it."

Evacuation Plan



Assembly Area is carpark next to tennis courts

"Life has two rules: 1. Never quit. 2. Always remember Rule #1."

Contacts



CUC Maranoa
57 Bungil St
Roma QLD 4455



degrees@cucmaranoa.edu.au



0407 033 289



www.facebook.com/cucmaranoa



www.cucmaranoa.edu.au



www.instagram.com/cucmaranoa/

Emergency Contacts

In the event of an emergency please call 000.

- For after-hours security concerns, call:
Roma Security
0408 063 469
- For all other matters please call your Centre Manager
Jess Wild
0407 033 289

"There are no shortcuts to any place worth going"

Wellbeing

Helpful Wellbeing Resources to Use



thedesk is developed by The University of Queensland to support Australian tertiary students to achieve mental and physical health and wellbeing. thedesk has free online modules, tools, quizzes, and advice that can help people improve their wellbeing and study more effectively. There are four modules that aim to assist students stay calm, be more productive, and improve their wellbeing and relationships.

<https://www.thedesk.org.au>



Mood Gym is a free online program designed to help people learn and practise skills to prevent and manage symptoms of depression and anxiety. It is like an interactive, online self-help book which teaches skills based on cognitive behaviour therapy.

<https://moodgym.com.au/>



myCompass is a free personalised self-help program developed by the Black Dog Institute for people with mild-to-moderate depression, anxiety, and stress. The program aims to help you recognise unhelpful thoughts, feelings, and behaviours, and develop skills to manage them based predominantly on cognitive behaviour therapy.

<https://www.mycompass.org.au/>



MindSpot is a free telephone and online service developed by Macquarie University for Australian adults experiencing symptoms of anxiety or depression. They offer free online or phone screening assessments to help you learn about your symptoms. You will then receive recommendations from a MindSpot therapist on free online MindSpot Clinic Treatment Courses to help you recover, or local services that can help. Note. You must be eligible for Medicare-funded services in Australia to access Mindspot.

<https://mindspot.org.au/>

Head to Health

Head to Health (H2H) - www.headtohealth.gov.au/ H2H is a website that aims to help people find good mental health and wellbeing information, resources, and links to online and phone mental health services all in one place. It supports people seeking help, either for themselves or someone they care about.



Headspace - www.headspace.org.au/ Headspace is the national youth mental health foundation dedicated to improving the wellbeing of young Australians. Their website provides information and resources on mental health, physical health, work, support, study support, and alcohol and drug services. Support for young people, their family and friends can be accessed through this website including finding a local headspace centre, online/phone counselling service headspace, and the digital work and study service.



Beyondblue - www.beyondblue.org.au/ Beyondblue is an organisation that provides information, and support for, depression, anxiety, and suicide prevention. This website contains information, resources, and services for depression.



The Black Dog - www.blackdoginstitute.org.au/ This website has up to date information and resources on mental illness, online self-testing, current treatments and wellbeing. The institute aims to reduce the incidence of mental illness and the stigma around it, actively reduce suicide rates, and empower everyone to live the most mentally healthy lives possible.

If you or someone you know is in distress or immediate danger, call emergency services on 000.

If you feel you cannot use any of these resources you can also:

- Talk to your Centre Manager or someone you trust
- Talk to your university counselling services
- Contact your doctor, counsellor, psychologist, or psychiatrist
- Visit a hospital emergency department

1. Introduction

The Country Universities Centre Maranoa (hereafter referred to as the CUC Maranoa) provides access to the Centre and its available resources, including but not limited to:

- Premises of the Centre, including the building and surrounding area,
- All internal facilities including kitchens, bathrooms, study areas, social spaces, audio-visual rooms, and meeting rooms, and
 - Services related to information technology, including computer hardware, software, and internet access.

The Centre is open to registered students who are enrolled at a university or other educational institution and wish to complete their studies there.

2. Registration

To register for access to and use of the CUC Maranoa students must:

- Be enrolled in a course of study at a university, vocational registered training organisation, other approved education institution or a course approved by the CUC,
- Complete the Registration Form for each registration term, and
- Abide by all requirements in this agreement.

Once approved, student registration will be active until the end of the registration term in line with the CUC semesters: January to June and July to December. Continuing students may renew their registration for terms of six months. Students may access available Resources during the term of their registration, subject to this agreement. The student may withdraw their registration at any time by informing the CUC staff in writing of their decision.

3. Student Obligations

Students using the CUC Centre and resources must:

- Take reasonable care for their health and safety,
 - Ensure that they do not adversely affect other people's health and safety,



- Comply, so far as they are reasonably able, with any reasonable instruction of the CUC Maranoa, and
- Report any known safety hazards to the CUC.

When using CUC resources and interacting with CUC staff and other users, students must observe the following behaviour standards:

- Comply with all lawful and reasonable CUC directions, policies, and procedures.
- Refrain from any conduct that may cause any reasonable person unwanted offence, annoyance, or embarrassment.
- Ensure that the CUC Maranoa resources are protected and used responsibly.
- Do not engage in any antisocial behaviour.

Under no circumstances is the following permitted on the CUC Maranoa premises (unless approved in writing by the Centre Manager):

- Smoking, drugs, or alcohol,
- Unregistered users,
- Pets, or
- Persons under the age of 18, unless they are approved registered students, or visiting the Centre as part of an approved program activity or event.

At the end of the student's final registration term, they must return any CUC property, including any Centre access token, to the CUC Maranoa. If property is not returned, replacement fees may be applied.

4. Termination

If the CUC Maranoa considers that a student is in breach of this agreement, they may give the student a written warning requiring a response or terminate their registration immediately. Students will be notified in writing.

If the student does not respond to the written warning within the set timeframe, the CUC Maranoa may terminate this agreement by giving them written notice.

The CUC will consider the student's response to the written warning and will either:

- Withdraw the written warning,
 - Allow the student to continue to use the CUC Resources subject to conditions, or
- Terminate this agreement by giving them notice in writing.



Students who have been issued a written warning in the past and who have committed another breach of this agreement may be terminated by the CUC in writing.

5. Privacy

The CUC Maranoa is committed to respecting student privacy and complying with all privacy obligations under the Privacy Act 1988 (Privacy Act), including the Australian Privacy Principles.

The CUC Maranoa collects personal information from students during registration to assess eligibility for access to the Centre and its resources. The information collected includes, but is not limited to:

- Full name Student enrolment information:
- Address o Education institution
- Phone number o Course
- Email address o Subjects
- Emergency contact o Mode of study
- Gender o Institution ID
- Date of birth o Unique Student Identifier (USI)

The CUC may also collect sensitive information about a student with their consent or to comply with our obligations under Australian law, including but not limited to:

- Language or cultural background,
- Citizenship status,
- Status as an Indigenous Australian,
- Disability status, and
- Health and medical information.

The purpose of collecting the above information allows the CUC Maranoa to facilitate appropriate assistance in the event of an emergency, for quality assurance and planning purposes, to align the strategy and resourcing needed, to promote the CUC in the media and with stakeholders, and to comply with legislative reporting requirements.

The CUC Maranoa will only collect sensitive information with consent or if required by law. In the absence of this information, students may not have access to certain resources. All reasonable options will be provided to students so that they can directly provide their information. The CUC may occasionally collect personal information about students from third parties. As a result, the CUC will take reasonable steps to ensure that students are aware of the information provided and the privacy statement.



The CUC Maranoa provides students with the choice of whether to be contacted concerning goods, services, or promotions when they fill out their registration form. Upon initial acceptance, students will be advised that they may decline this service and can opt-out at any time. There may be cases, however, where student contact may be conducted, such as in the event of an emergency.

All personal information collected, stored, used, and disclosed by CUC Maranoa will be handled according to the Privacy Act. Students who have concerns or questions about the protection of their private information or how privacy is protected should contact the Centre Manager.

6. Centre Access

To access CUC Maranoa, students will receive a swipe card, access fob, or other unique token. This access token must not be shared or used by anyone but the student. A lost or stolen token must be reported to the CUC staff as soon as possible. In some cases, replacement costs may be incurred.

Students must return any physical access tokens to the CUC Maranoa at the end of their final term of registration.

7. Access Hours

The CUC Maranoa will be accessible to registered students with a valid access token from 7.00am - 11.59pm Monday to Sunday, or otherwise specified. In the event that the CUC Maranoa closes on a public holiday or other event, the students will be notified in writing.

The CUC will be alarmed with back-to-base security at 11.59pm every night, or otherwise specified. If any students remain inside the centre once the alarms are set, they will be responsible for any associated emergency services call out costs and may have their registration terminated. The CUC Maranoa will be alarmed until 7.00am every morning unless otherwise specified by the CUC.

8. CCTV



The CUC is constantly watched by CCTV and each access by a student is recorded. In the event of an incident in the centre, these records will be accessed by staff. If a student is identified as using the centre, that student is responsible for any damages or disruption caused.

On some occasions, a security team may patrol the premises during non-accessible hours.

9. Network Access

Students may connect their own devices, such as personal computers, notebooks, smartphones, and tablets to the network or use available devices provided by the CUC Maranoa. Any other connection, (re)patching, (re)cabling, reconfiguration of network hardware, or deployment of software constitutes a modification and must be approved.

The CUC Maranoa provides students with access to the CUC network for study-related purposes. Personal use within reasonable limits is also permitted, although unauthorised software cannot be downloaded, transmitted, or stored.

The speed and continuity of internet access depend on a wide range of factors, many of which are beyond the control of the CUC. As a result, the CUC accepts no liability for any disruption of internet access.

10. Network Security

The following activities, intentionally created, transmitted, or stored, are prohibited on the CUC network:

- Information that is designed or is likely to:
 - o Damage the CUC reputation,
 - o Be misleading or deceptive,
 - o Result in victimisation or harassment,
 - o Lead to criminal penalty or civil liability,
 - o Be reasonably found to be offensive, obscene, indecent, threatening, abusive or defamatory, or
 - o Cause annoyance, inconvenience, or needless anxiety.
- Offensive, obscene, or indecent images.
- Junk or chain mail.
- A computer virus or worm.



- Interfering with another the CUC network user or violating their privacy.
 - Disrupting or illegally accessing computer systems, including the CUC network and those external to it. This includes deliberately bypassing network filtering and anti-virus systems.
- Transmitting or receiving material in breach of copyright laws.
- Using the network for unapproved commercial purposes (e.g., The transmission of unsolicited commercial or advertising material).
- Port scanning (the scanning of another machine to determine which services are running).
- Masquerading as another real or fictitious user (for example, forgery of the source of mail messages or news articles).
- Using password capturing or network sniffer programs.
- Installing misappropriated, or unlicensed software.
- Running of peer-to-peer file sharing systems.

Students must report breaches or suspected breaches of this agreement to the CUC staff.

11. Monitoring

The CUC Maranoa collects statistical data regarding the operations of its electronic communications systems to ensure the ongoing availability, reliability, and security of these systems, including to detect unauthorised usage and other problems. This includes, but is not limited to network usage, data transmitted, movements through access tokens, user logins and device details, as well as data regarding system usage and performance.

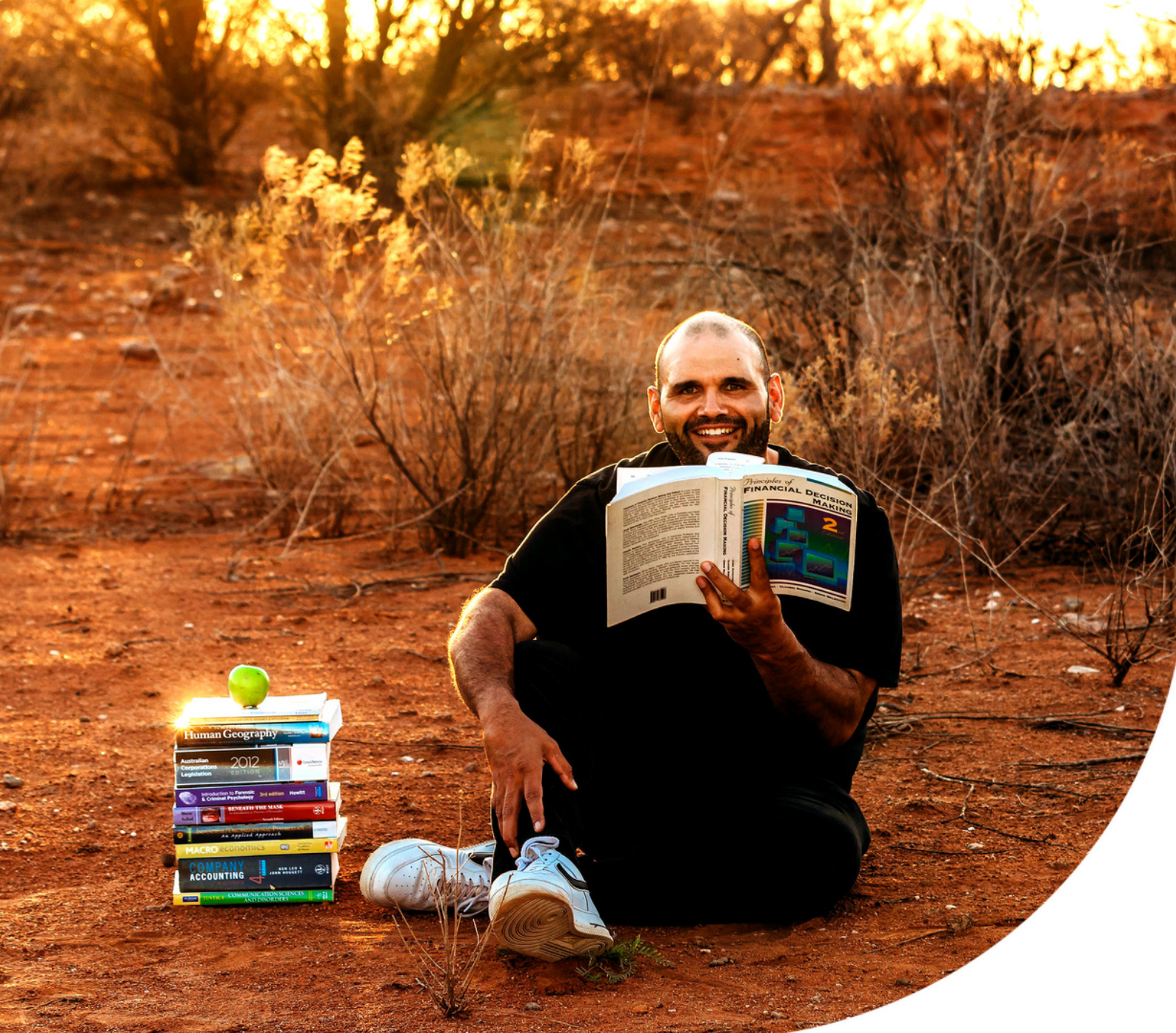
The CUC Maranoa will monitor individual user communications only in the event of a suspected breach of this agreement.

12. Data Security

Students are responsible for saving work and data using their own storage devices. There is no liability on the part of the CUC Maranoa for any loss of data or corruption of data. Any damage to or loss of data, hardware or software resulting directly or indirectly from use of the CUC or for any consequential loss or damage is not the responsibility or liability of the CUC Maranoa. CUC makes no warranty, express or implied, regarding the CUC or its suitability for any particular purpose.

While the CUC seeks to ensure privacy when connected, it cannot guarantee the confidentiality of any information stored on or transmitted through the CUC Network.





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