

CUC GOULBURN: STUDENT AGREEMENT 2025

PURPOSE

This agreement outlines the terms for a student to register with and access the Country Universities Centre Goulburn (also referred to as CUC Goulburn or the Centre).

SCOPE

This agreement applies to:

- students registering or re-registering at CUC Goulburn
- activities undertaken by students at the Centre
- student use of the Centre's facilities, including:
 - the building and surrounding area
 - study and meeting spaces
 - kitchens and bathrooms

REGISTRATION WITH CUC GOULBURN

To register with CUC Goulburn, 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 Centre Manager
- complete a registration form and provide enrolment information, as outlined under 'Privacy'
- accept this agreement and abide by its conditions.

Once approved, student registration will remain active for the remainder of the relevant semester, either:

- 1 January to 30 June (Semester 1)
- 1 July to 31 December (Semester 2)

Students must agree to re-register each semester for continued access to the Centre, and to update the Centre on changes to their registration details at any time.

PRIVACY

CUC Goulburn respects student privacy and its privacy obligations under the Privacy Act 1988 (Privacy Act), including the Australian Privacy Principles. All personal information collected, stored, used, and disclosed by CUC Goulburn will be handled according to the Privacy Act.

CUC Goulburn collects personal information from students as a requirement of the registration process. This information includes, but is not limited to:

- the student's full name, address, email address, date of birth and phone number
- emergency contact details.

CUC Goulburn also collects course enrolment information as a requirement of registration. This information includes, but is not limited to:

- the name of the student's course and course provider
- the mode of study
- student number (issued by the course provider)
- the student's USI.

In compliance with CUC Goulburn's legal and funding obligations, CUC Goulburn may also collect sensitive information about a student. The information collected includes, but is not limited to:

- health and medical information
- disability status
- gender
- status as an Indigenous Australian
- language or cultural background
- family's previous education
- employment status and caring responsibilities.

This sensitive information may only be collected with the student's consent and is not a requirement of registration.

To support students in their studies, the CUC may share relevant student details with their education provider and other third parties who facilitate education and student services.

This may include:

- verifying enrolment details with universities and other education institutions
- liaising with student support services to enhance student learning outcomes
- engaging with third-party educational service providers, including online platforms, for learning resources and programs
- complying with regulatory reporting requirements as mandated by government and education sector authorities.

In addition, CUC Goulburn and the Country Universities Centre network may occasionally collect personal information about students from third parties. CUC Goulburn will take reasonable steps to ensure that students are aware of the information collected and the privacy policy in effect.

The purpose of collecting the above information is to allow CUC Goulburn to:

- demonstrate the student's eligibility for registration and access to the Centre
- provide services and communicate information about the Centre to the student
- contact students and facilitate appropriate assistance in the event of an emergency
- comply with legislative reporting requirements, conditions of funding and obligations as an affiliate of the Country Universities Centre network
- evaluate and plan for quality assurance purposes
- promote the Centre in the media and with stakeholders.

CUC Goulburn will share this information with the Country Universities Centre network and with the Federal Department of Education for the above purposes.

Students have the right to:

- choose not to disclose sensitive information at registration
- make a request for sensitive information to be edited or deleted
- opt-out of communications from the Centre.

Students are advised that exercising these rights may impact the Centre's ability to complete registration and provide access or provide information and services.

Contact will still be made with the students or emergency contact in the event of an emergency.

Students who have concerns or questions in relation to the protection and use of their private information should contact the Centre Manager.

CENTRE ACCESS

To gain access to the Centre, student must:

- be registered with CUC Goulburn
- provide an ID photograph
- complete an orientation at the Centre to receive access, via swipe or mobile app credentials
- abide by the conditions of this agreement.

The Centre will then be accessible with either a valid swipe or mobile app credentials from 5.00 am – 11.59 pm, Monday to Sunday, or as otherwise specified. Students must not:

- share their physical swipe with others
- provide access to other students or visitors into the building
- enter the Centre earlier than 5 am
- remain in the Centre from 12.00 am.

Students must:

- report lost or stolen swipes to CUC Goulburn staff immediately
- return swipes if they no longer intend to continue to access the Centre or re-register.

Unless approved by the Centre Manager, access is prohibited to:

- unregistered users, which may include:
 - friends
 - family members
 - children
 - other guests
- pets.

REGISTRATION AND ACCESS FOR STUDENTS UNDER 18

Additional conditions and restrictions apply for students under 18.

- Students must provide permission from a parent or guardian to gain a swipe or mobile app credentials for access.
- Access to the Centre is restricted to Monday to Friday 9 am to 5 pm (staffed business hours only).

SECURITY AT THE CENTRE

A condition of registration and access to the Centre is for students to agree to the following security measures:

- surveillance by a CCTV system that is in 24-hour operation and monitors the internal and surrounding areas of the Centre
- use of a door access control system that records each entry into the Centre, including the name and photo ID associated with the access via swipe or mobile app credentials, and date and time of entry.

Staff regularly monitor CCTV and door access control systems to monitor activities at the Centre and can use both systems to identify conduct by students that is in breach of this agreement at any time.

Entry is prohibited from midnight until 5.00 am unless otherwise advised. Students must vacate the Centre by 11.59 pm. Students that remain inside the Centre outside of access hours will be responsible for any associated emergency services call-out costs and may have their registration terminated.

STUDENT OBLIGATIONS

A condition of registration and access to the Centre is for students to meet the following obligations in their use of the Centre and interactions with others.

Students agree to take reasonable care for:

- their own health and safety
- the health and safety of others
- the responsible, lawful and safe use of the facilities
- the cleanliness and upkeep of the Centre.

In addition, students agree to:

- comply with all lawful and reasonable CUC directions, policies, and procedures
- comply with any reasonable instruction from CUC Goulburn staff
- report any incidents or known safety hazards to Centre staff.

When interacting with others at the Centre, students agree to:

- treat other users of the Centre with respect
- refrain from any conduct that may cause any reasonable person unwanted offence, disturbance, annoyance or embarrassment
- refrain from any other antisocial behaviour.

Under no circumstances is the following permitted at the Centre or surrounding area:

- smoking, drugs, or alcohol
- misuse or damage of Centre or others' property
- criminal activity
- physical or verbal abuse
- discrimination on the basis of race, religion, sexuality or gender
- bullying or harassment.

NETWORK ACCESS AND SECURITY

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

Students may use CUC Goulburn's devices or their own devices to connect to the network. Registered students must meet the following obligations as a condition of access to this network.

Students may access the network, via WIFI, within the Centre only, using:

- CUC Goulburn's computers, teleconferencing kit, laptops, mobile or tablets
- their own laptop, mobile or tablet.

Other devices are not permitted on the network, and (re)patching, (re)cabling or any reconfiguration of the network that constitutes a modification is prohibited.

Students may not:

- share the WIFI password with others
- use the network to download, install, transmit or otherwise store software or large files unrelated to their studies
- use the network for extended personal use.

The following activities are strictly prohibited:

- intentional creation, transmission, use or storage of:
 - content that is reasonably perceived to be:
 - disruptive
 - obscene or indecent
 - abusive or bullying
 - offensive or discriminatory
 - defamatory, misleading or deceptive
 - damaging to CUC Goulburn's reputation
 - spam, junk or chain mail, or unsolicited advertising
- intentional creation, transmission or installation of computer viruses or malware
- installation of software that is:
 - misappropriated or unlicensed
 - used for peer-to-peer file sharing
- any activity that:
 - gains unauthorised access to data in a system or computer
 - violates the privacy of other users
 - may be reasonably perceived to be masquerading as another user
 - is in breach of copyright laws
 - is likely to lead to criminal penalty or civil liability
 - bypasses, monitors or otherwise deliberately interferes with the proper functioning of the CUC Goulburn network, network filters or installed software.

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

CUC Goulburn, or its IT support team, can access computer and network usage data to detect unauthorised usage, and to secure and maintain its networks. Individual user communications are not monitored, and data on individual student usage will only be accessed in the event of a suspected breach of this agreement.

Students are responsible for saving work and data using their own storage devices or cloud storage accounts.

DATA SECURITY

There is no liability on the part of CUC Goulburn for:

- any loss or corruption of data
- any damage to hardware or software from use of the CUC Goulburn network
- any consequential loss or damage resulting from this loss, corruption of damage.

In addition, CUC Goulburn makes no:

- warranty, express or implied, regarding the use of the CUC computers or network or their suitability for any particular purpose
- guarantee of the confidentiality of any information stored on or transmitted through the CUC Goulburn network.

EMERGENCY PROCEDURES

Safety and wellbeing of students and staff are paramount. Students are encouraged to familiarise themselves with emergency exits, evacuation routes, and assembly points within the Centre. This information is displayed on emergency signage throughout the premises.

In any emergency situation, students must remain calm and follow instructions provided by the CUC Goulburn staff or emergency personnel.

Any safety concerns, suspicious activity, or hazards should be reported to a staff member promptly.

In the event of an emergency requiring evacuation, students must proceed to the nearest safe exit and make their way to the designated assembly point.

CUC Goulburn may conduct drills to ensure students and staff are familiar with safety protocols and procedures. Students are expected to participate in drills and adhere to all safety instructions during these exercises.

TERMINATION OF REGISTRATION AND ACCESS

At any time, students may withdraw their registration by informing CUC Goulburn staff in writing of their decision. If a physical swipe has been used for access, it must be returned.

CUC Goulburn may discontinue the student's registration and revoke access if the Centre Manager considers that the student is in breach of this agreement. The Centre Manager can provide a written warning or notification of immediate termination of the registration.

If a written warning is issued, the student must respond within the timeframe provided. The Centre Manager will consider the student's response and, providing further written notification of the decision, may:

- withdraw the warning
- allow the student to continue to use the Centre, subject to conditions
- terminate this agreement.