

The Victorian School of Languages is a DET safe school.

Terms and Conditions

Students are expected at all times to make the school a safe environment for all its users and in particular:

- Be regular and punctual in attendance.
- Bring a note if absent or seeking permission to leave school early.
- Remain in the school grounds, unless permission has been granted by a supervisor.
- Carry out instructions given by the teacher or supervisor.
- Behave in a courteous and cooperative manner.
- Abide by the schools internet usage policy.

Students must not:

- Display anti-social behaviour like fighting, stealing, harassing, bullying, using illegal substances or using bad language.
- Enter classrooms until a teacher is present.
- Bring food and drinks into the classroom.
- Use mobiles / camera phones / digital players in class or bring valuable items to school.
- Bring articles which may cause injury or create problems.
- Litter, cause damage to, or climb on, property.
- Use a car in the school grounds.
- Smoke on the school premises.

VCE Students will undertake:

- to provide a medical certificate to explain any absences of two weeks or more.
- if more than 20% of classes are missed without permission, student may not receive credit for the unit.
- be required to notify the VSL centre in writing, if they decide to withdraw from their course.

Internet / Email Code of Practice:

- Students understand that they may be allocated a username and password and they will be responsible for all activity that occurs under their log-in and password. They will therefore not provide their log-in or password details to others.
- Students must always interact with their teacher and classmates in a respectful way.
- Students must not use, share or otherwise distribute contact information contained in MS Teams (Distance Education only)
- Students must report any misuse of MS Teams that they observe to their teacher at the VSL as soon as possible. (Distance Education only)
- In some circumstances, such as accessing educational programs, minimal student data may be shared with third party providers.
- Students will not use the internet or networks at school to access web pages, computer files, newsgroups, chat groups or other materials that would be considered offensive in the judgement of the school or infringe the Student Code of Conduct.
- Students will not use the internet to frighten, threaten, annoy or bully other people. This can be illegal.
- Students will be courteous and use appropriate language when communicating on the internet and will report to the teachers any instances of inappropriate communication.
- Students will accept responsibility in regard to copyright protected material and plagiarism and will not download and redistribute software, games, music, graphics, videos or text unless authorised to do so by the copyright owner and will not attempt to present somebody else's work as their own.

- Students will not reveal personal information including internet password/s to others, and will not distribute names, addresses, credit card details or telephone numbers of themselves or others via the Internet or school network unless required by the VSL to do so.
- Students must use MS Teams for educational purposes only (Distance Education only)

Students are expected to:

- Submit required work regularly
- Contact the teacher regularly for scheduled lessons
- Carry out instructions given by the teacher or Distance Education supervisor
- Inform the teacher if sick or absent for a long period
- Abide by the school's internet usage policy

At Seminars, Distance Education Students need to:

- Remain in the venue unless permission has been granted by the teacher
- Behave in a courteous and cooperative manner
- Do not use mobiles phones or digital players during seminars or bring valuable items to seminars
- Do not bring articles which may cause injury or create problems.

By enrolling with the VSL, you consent to the VSL calling an ambulance on behalf of the student should medical attention be required.

Withdrawal:

- Students will be required to notify the VSL in writing if they decide to withdraw from their course.

Refunds:

- Refund applications can only be made within the first three weeks after commencing the course, any refunds after this date will require evaluation on a case-by-case basis.
- Please note that the school no longer issues cheques. There is no service charge for EFT (electronic funds transfer).

This document was last reviewed by the school principal on 27/10/2022.

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