

Facebook Group Guidelines and Terms of Use

Navitas Professional Institute

Document

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Version Control

Issue Date:	Summary of Changes	Review Date
2009	Initial approval	2014
1 November 2012	Review	December 2017
11 July 2016	Transitioned to new policy template	December 2017

Facebook Group Guidelines and Terms of Use

1. Purpose and Scope

This document is designed to provide guidance to users on participating and engaging with the College's Facebook Group and on preventing undesirable outcomes arising from the use of the Facebook Group.

The College offers this Facebook Group as a service to provide information about us and our community, as a place for people to come together, share ideas and discussion through postings, comments and photos. The College will provide users with up-to-date news and information and the opportunity to communicate with the group administrator and other users.

Please note that this is the official College Facebook Group and is not affiliated with any other College related groups on Facebook.

2. Guidelines for Participation

This group is open to the public and may be accessed by any Facebook user. Whilst the College cannot prevent the publication of any inappropriate content within the Group, it will monitor use during business hours and remove inappropriate or offensive content.

The College does not endorse any opinions, advice, statements or other information posted in the Facebook Group.

By accessing or using this Facebook Group, you agree that you will not post material that is defamatory, abusive or hateful, constitutes junk mail or unauthorised advertising, bullying or intimidation, or that breaches privacy laws or any other laws.

- a. Be respectful to others, e.g. never post content that is aggressive, offensive or defamatory
- b. Always take responsibility for your mistakes, an apology or correction can often fix minor issues
- c. Be honest and genuine, i.e. don't make statements that are incorrect or pretend you know the answer to a question if you don't.
- d. Use common sense and always think before you publish, you are ultimately responsible for what you write and it is very hard, if not impossible to remove content after the event, especially if something has been distributed through Facebook
- e. Protect sensitive, confidential and proprietary information, e.g. do not copy and paste letters from College staff or discuss College related grievances or appeals
- f. Add value to the conversation, e.g. ask questions that might be interesting for other students
- g. Respect copyright and intellectual property and reference where necessary
- h. Do not share any private information such as your College Student Login.

3. Moderation and Administration of the Facebook Group

The moderator of this Facebook Group will be nominated by the College, and subject to change.

The College reserves the right to moderate all content posted in this group and to remove any content that is deemed inappropriate. Any commercial postings made by any person that do not have the prior approval of the College will be removed without notification.

Any concerns about any material on this Facebook Group, please send a private message to the moderator. The contact details for the moderator are located on the Facebook Group page. All concerns or complaints will be taken seriously, in line with existing College policies. For more information about us, visit:

ACAP: <https://www.facebook.com/acapstudents>.

HSA: <https://www.facebook.com/HealthSkillsAustralia/>

NCPS: <https://www.facebook.com/ncpsstudents/>

4. Definitions

Academic staff/teaching staff refers to permanent and casual employees engaged in teaching and assessment of courses at the institution.

Institution (the)/College (the) means the Navitas Professional Institute and its colleges (see registration information below).

Unit refers to a unit of study in a higher education course or a unit of study, subject, module and/or unit of competency in a vocational education and training course.

5. Review

This policy is reviewed at a minimum of every 5 years by the policy owner (or designate) to ensure alignment to appropriate strategic direction and its continued relevance to Navitas' current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

6. Records

Records in association with this policy will be kept in accordance with the institution's Records Management Policy and Records Retention and Disposal Schedule. Confidential files related to the implementation of the policy must be maintained according to relevant privacy processes.

7. Related documents

College policies published on the College policy website include, but are not limited to the Non-Academic Misconduct Policy, the Non-Academic Grievance and Appeals Policy, the Personal Information Policy, the Cultural Awareness Policy, the Privacy Policy and the Code of Conduct.

Refer to:

ACAP: <http://www.acap.edu.au/current-students/managing-my-course/a-z-policies/>

NCPS: <http://www.ncps.edu.au/policies-and-forms>

HSA: <http://www.healthskills.com.au/Facebook Principles> (external document)

8. Related legislation

Higher Education Support Act 2003; Tertiary Education Quality and Standards Agency Act 2011; National Vocational Education and Training Regulator Act 2011; Education Services for Overseas Students (ESOS) Act 2000 and National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; and associated Commonwealth and State legislation; and Australian Qualifications Framework.

Registration information

The Navitas Professional Institute is a group of colleges in the Navitas Professional and English Programs (PEP) Division of Navitas Limited the colleges being the Australian College of Applied Psychology (ACAP), Navitas College of Public Safety (NCPS), Health Skills Australia (HSA), and the Australian TESOL Training Centre (ATTC) with respect to ATTC's 39296QLD Graduate Certificate in TESOL and 39297QLD Graduate Diploma in TESOL courses. Navitas Professional Institute Pty Ltd (NPI Pty Ltd), ABN 94 057 495 299, National CRICOS Provider Code 01328A, TEQSA HE Provider Registration Code 12009, RTO 0500. Health Skills Australia Pty Ltd ABN 53 123 479 201, RTO 21646.