



JCC Inc. Online Learning Centre: Site Policy

Your Responsibilities

If your application is accepted and you are granted a username and password with which to access our Online Learning Centre, then you agree that you will:

- Look after your own username and password. Do not share your password with anyone else and do not use the username and password of other users.
- Keep physical access to the Online Learning Centre secure. For example, do not login to the Online Learning Centre and then leave your computer unattended. You must not allow any other individual to log-in using your username and password.
- Not share any course/module content with anyone else using any other medium.
- Not attempt to gain unauthorised access to any part of the Online Learning Centre.
- Not post material which contains viruses or other programs which may disrupt JCC Inc.'s systems.
- Keep copies of your own data (e.g., assignment submissions) on your own personal computer or storage device. Do not rely on the Online Learning Centre as a repository.

In addition, before you enter any course or module in our Online Learning Centre, you must:

- Read the [Course/Module Outline](#) and our [Plagiarism Policy](#) thoroughly, ensure that you have understood the contents of these documents, and agree to abide by them.
- Agree that you will use grammatically correct English in your assignment submissions.
- Agree that you will correctly cite any non-original thoughts, ideas, arguments, and/or other material in all your assignment submissions according to a recognized format.
- Agree that you will interact in a respectful and professional manner with the consultant who provides feedback and grading on your assignments.
- Accept that your use of the Online Learning Centre will be logged and that records will be kept of all your activities and contributions to the site (e.g., IP addresses, login attempts, URLs visited, assignment submission uploads, and related information).