inspiring success

Australian Computer Society
Computer Professional Program
Privacy Statement (Revised 9.11.11)

The online component of your course is password-protected and only those authorised to access the ACSEducation learning management system, called *ACSLearn*, can do so. The website is under the supervision and control of the ACS

User information stored

The categories of information stored on *ACSLearn* about student usage, and the purposes for which such information is used, are as follows:

1. *Server usage information*: The server records details about your access. This information is available only to ACS-authorised staff. The information is also used for statistical analysis of access times and locations and other patterns of use - all to aid systems planning and improvement. In all cases confidentiality is maintained, and no information gathered by the server on individuals authorised to use the system is released to any third party.

2. *ACSLearn usage information*: The learning management system of ACSEducation automatically tracks personal information about how you use the subject material, including your first and last log on, how much of the course material you have accessed, and the discussion messages you have posted and read. It also keeps transcriptions of chat room conversations and discussion board postings. *ACSLearn* retains electronic assignment submissions, and the results of any online assessment. Teaching staff, and other authorised individuals with legitimate educational and/or management interests have, or may be granted, restricted access to this information. Those granted restricted access understand that this is only on the condition that they treat the information as strictly confidential. This information is gathered to assist teaching and support staff in identifying the needs of students and for course quality improvement purposes.

Public versus private information

Public: Your postings to the *ACSLearn* discussion forums and chat rooms are public information --that is, accessible to other students enrolled in your course, teaching staff, and other authorised individuals with legitimate educational interests. Your *ACSLearn* email address is also public.

Private: Your *ACSLearn* tutor feedback and diary entries are confidential to you and your tutor or mentor. Your assignment submissions are confidential to you and your tutor and may also be used in the ACSEducation moderation process by our Academic Board.

Archived information

Your contributions to discussion forums and chat rooms are archived (along with the subject materials) in a secure database. The database is maintained by the ACSEducation (for up to five years) for reference and review purposes and may be accessed by teaching staff and other staff authorised by the ACS.

Care about your privacy

The Academic Principal, Registrar, Academic Board and teaching staff of ACS*Education* take the utmost care to protect the privacy and security of your ACS*Education*-related personal information from unauthorised access. You can further protect your privacy by ensuring that you close the browser window immediately after using a work or publicly accessible computer.

Please note: Your ACS*Education* site may contain links to other sites, including commercial sites. The Australian Computer Society is not responsible for the privacy practices of such sites, and you should carefully read the associated privacy statements.

Notice to students: If you are going to participate in study at your workplace, your employer should be made aware of your activities.

If you have any concerns about your privacy in the ACS*Education* learning management system called *ACSLearn*, please contact in the first instance, either the ACS*Education* Academic Principal or Registrar. If you require further information, call 1800 671 003 (Freecall within Australia), (03) 9690 8000 or email cpeprogram@acs.org.au