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ASC Training & Development **e-Learning User Agreement**

In order to use this online learning environment, users are required to provide at the minimum a name and e-mail address. Visibility of email addresses will be set to 'private' on initial creation, however ASC Training & Development take no responsibility for the privacy of any contact details or other information that are displayed by participants through modifying their personal profile. Remember that all information that is disclosed in these areas becomes accessible to other course participants and you should exercise caution when deciding to share any of your personal information. Any user who finds material posted by another user objectionable is encouraged to contact us via e-mail. We will remove or modify any data submitted by you to these forums for any reason we feel constitutes a violation of our policies, including any offensive material of a threatening nature, material deemed to be SPAM, chain letters, racist/sexist material and any sexually explicit or defamatory content.

This site may contain links to other web sites and files. We have no control over the content and cannot ensure it will not be offensive or objectionable although all efforts will be made to prevent this from happening. We will, however, remove links to material that we feel is inappropriate as we become aware of them. By using this website, you agree that:

1. you are fully responsible for any information generated by this user account;
2. you will not post any copyrighted material that is not owned by yourself;
3. you will not post any information which is vulgar, harassing, hateful, threatening, invading of others privacy, sexually oriented, or violates any laws;
4. you will not share your login details with any other party;
5. you acknowledge that all material presented within the course, excluding externally referenced/ copyrighted material, remains the property of ASC Training & Development and is hence you agree that you will not copy, share or attempt to use this material in any manner other than for the purpose of completing your studies; and
6. all work created within this environment has been created by you and not plagiarised from any other source.

Occasionally we may need to access your e-learning account for administrative purposes. We will contact you prior to doing so to explain the purpose.

Failure to comply with any of the requirements listed in this document may result in your user account being suspended indefinitely at the discretion of ASC Training & Development.