

# UP International College New Zealand Student Declaration

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

I am aware the UP International College New Zealand (UPICNZ) Student Handbook is available on the UPICNZ Student Portal (Blackboard). I will contact the Dean or the Student Services Team if I have any questions. In signing this document, I acknowledge that I agree to abide by its contents.

I have been informed that all international students studying in New Zealand must have a valid student visa/permit and appropriate/current insurance. A copy of my valid visa and insurance must be submitted to UPICNZ once I start my programme and throughout my study period. I understand that I must notify UPIC NZ if I change my immigration status. UPIC NZ reserves the rights to suspend my study without refund if I do not comply with the above policy.

I agree that I will participate in all low risk education outside the classroom experiences required as part of my education at UPICNZ. (Onshore students only)

I hereby give permission to the staff of UPICNZ to share my personal information about my progress and well-being, and/or contact my parent(s), caregiver(s), or guardian(s), emergency contact(s) or agent(s) in case of illness, accident, emergency, welfare concerns, administrative needs, or any other unforeseen circumstances.

I have read the International Student Policy and Contract of Enrolment and agree with all its provisions.

I agree to use English at all times in classrooms and break out rooms unless instructed not to do so by the classroom teacher.

I acknowledge that from time to time my work and/or photograph may be uploaded to the College website or social media sites. Although my personal details will never be released. For specific events where we have engaged a professional photographer or film crew, I will be asked to sign a release prior to involvement.



# Student Acceptable Use Protocols

UPICNZ views electronic resources as an integral part of the of the teaching and learning process.

All students who are given sanctioned access to UPICNZ's electronic resources will be bound by the Student Acceptable Use Policy and Protocols.

The following Student Acceptable Use Protocols are founded on ethical use of electronic resources, good practice, and netiquette.

## Protocols

### Student users will:

1. Use the electronic resources, including storage space, only for educational purposes related to work at UPICNZ and not for any personal, commercial, or illegal purposes.
2. Ensure they do not make statements or use the likeness of another person through website postings, email, instant messages, or social media, that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators, or other staff members of the College community, make statements that are falsely attributed to others, or use language that is obscene/objectable.
3. Not use games or other electronic resources that have objectionable content or that engage students in inappropriate simulated activities.
4. Not disclose their password to any other user or attempt to learn or to use anyone else's password.
5. Not upload, link, or embed an image of themselves or others to non-secured, public sites without the IT Administrator's permission.
6. Not attempt to access, upload, or transmit material that attacks ethnic, religious, or racial groups, or material that is pornographic or explicitly sexual in nature.
7. Not violate copyright laws, damage or tamper with hardware or software, vandalise or destroy data, intrude upon, alter, or destroy the files of another user, introduce, or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.
8. Use of information (including text, graphics, videos etc) from Internet sources in student work should be cited the same as references to printed materials used by the author.
9. Not use the network in such a way that would disrupt or compromise the use of the network by others.
10. Not use College devices to subscribe to electronic mailing lists without express permission from the IT Administrator.
11. Not take part in any chat room on any internet site unless they are under the direct instruction of a teacher.
12. Not use, or create for others, any program to interfere with, change, or interact with programs, security settings, systems, or devices that are the property of UPICNZ and are used for school-related purposes by students, and staff.
13. Not imply, directly or indirectly, either publicly or privately that any program or "app" the student create is associated with, or a product of, UPICNZ, nor will a student either directly or indirectly associate any such program with any UPICNZ logos or images.
14. Will understand that the use of the College system's computers is not private, and that the College reserves the right to monitor use to assure compliance with these guidelines; violations may lead to revocation of computer access and/or other disciplinary measures.

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15. Understand that the prohibited conduct is also prohibited off Campus when using private equipment if it has the effect of seriously interfering with the educational process, and that such off-campus violations may lead to disciplinary measures.
16. Not download any games or other applications by students on to College devices.
17. Understand that the UPICNZ also allows students to bring my own devices such as phones, tablets, and computers. By using these devices at the College, the Acceptable Use Protocols apply. The College accepts no liability for loss of, or damage to personal devices.
18. Report any problems/issues with cyber harassment/bullying/concerns about objectional material to: [complaintsupic@up.education](mailto:complaintsupic@up.education)
19. Report technical issues/concerns to: [Helpdesk@up.education](mailto:Helpdesk@up.education)  
Webform: <https://support.up.education> <https://support.up.education>  
Phone: 0800 463 448

*UPICNZ is not responsible for any damage users experience. This includes loss of data resulting from delays, non-deliveries, or service interruptions.*

*UPICNZ does not accept and responsibility for the accuracy or the quality of information obtained through the College network and the internet.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_