

Wyndham Community and Education Centre Inc Policy and Procedure

Policy name	Student ID Card for Senior Secondary Programs Policy and Procedure
Responsible person	CEO and Senior Secondary Education Manager
Staff involved	Senior Secondary Programs Staff
Review dates	2024
Related documents	<p><u>Legislation:</u> Education and Training Reform Act 2006 (Vic), Children, Youth and Families Act 2005 (Vic), Charter of Human Rights and Responsibilities Act 2006 (Vic), Information Privacy Act 2000 (Vic), Privacy & Data Protection Act 2014 (Vic).</p> <p><u>Policies:</u> Access and Equity Policy & Procedure, Privacy Policy & Procedure (Students & Clients).</p> <p><u>Other:</u> Senior Secondary Programs Guidelines Managing Behaviour</p>

POLICY CONTEXT

Purpose

Wyndham Community and Education Centre Inc. (Wyndham CEC) is committed to providing a safe, caring and supportive learning environment for students in its Senior Secondary Programs . Wyndham CEC acknowledges that not having a Student ID Card can be a barrier to fair and equitable access to services such as transport that students in mainstream environments have. As part of a student's enrolment in Senior Secondary Programs, Wyndham CEC will issue students with a Student Identification (ID) Card.

This policy and procedure provides a guide to the terms and conditions of use of the Wyndham CEC Senior Secondary Programs Student ID card.

POLICY

Student ID card terms and conditions of use

These terms and conditions apply to the use of your Wyndham CEC Student ID Card. Please read these terms and conditions carefully. If you have any questions or issues relating to the use of your ID card, please contact the Senior Secondary Education Manager on 97424913 or email, teresav@wyndhamcec.org.au or

Your ID card

1. Your ID card remains the property of Wyndham CEC and must be returned when you suspend, withdraw from, or complete your course, or, when your enrolment is terminated.
2. Your Card is not transferable.

This document was created and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc. on 24/02/23 and supersedes all previous versions.

Wyndham Community and Education Centre Inc Policy and Procedure

3. You are responsible for use of your Card at all times.
4. You must keep your Card secure:
 - You must not give your Card to another person to use.
 - You must keep all personal and account details relating to your Card secure, and user name and account login details.
 - You should not bend or deface your Card or expose it to extreme heat.
5. If your Card is lost, stolen or damaged:
 - You should report it immediately to the Senior Secondary Education Manager.
 - You can request a replacement Card for a \$5 fee. A receipt will be issued reflecting the payment.

Other Information

Wyndham CEC may collect and use information relating to the use of your ID card. Any personal information will be handled in accordance with our Privacy Policies & Procedures.

Wyndham CEC is not responsible for any unauthorised use of your Card or for any loss arising from your failure to comply with these terms and conditions.

If you need a replacement card because your card is lost or stolen, you'll need to pay a \$5 fee before it can be re-issued. If you subsequently find your original card, please advise Senior Secondary Programs staff.