

S2C TRAINING

RTO ID 45605

Online Safety and Digital Learning

Student information · Updated 22 October 2026

Much of your learning with us happens online. This page covers what you need, how to keep your account safe, and what we expect online.

How you will learn

- Structured online learning and assessment through our learning platform and the aXcelerate student portal, at times that suit you.
- Live online sessions in some courses, through Microsoft Teams, Zoom or Google Meet.
- Practical assessment in your workplace or a simulated environment, where your course requires it.

What you need

- A computer or laptop with a webcam and microphone, and a reliable internet connection.
- A current web browser, a PDF reader and office software (for example Microsoft 365 or Google Workspace).
- If you gather evidence at work, your employer's permission to collect it.

If you have trouble with technology or access, tell us. We can help with the platform and with reasonable adjustments (see **Access, Equity and Inclusion**).

Keep your account safe

- Your login is personal. Keep your password private and never share your account or let anyone else complete your work.
- Our student portal uses two-factor authentication.
- Log out when you use a shared device.
- If you think someone has accessed your account, contact Student Support straight away.

Live sessions and recordings

- Follow your trainer and assessor's instructions on camera and microphone use.
- Some sessions may be recorded where the recording forms part of your assessment evidence. You are told beforehand, and the recording is handled under our Privacy Policy.
- Do not record, copy or share sessions, materials, or other people's images or information without permission.

Behaving well online

Treat everyone online as you would in person. Our Student Code of Conduct applies online, including in the portal, live sessions, email, messages and any social media that refers to S2C Training, our staff or students. Do not post or share content that is offensive, harassing, discriminatory or vilifying, or

that misrepresents S2C Training. Trainers moderate online sessions and may ask a person to leave a session if anyone's safety is at risk.

Course materials

Our learning and assessment materials are protected by copyright. Use them only for your own study in your course. Do not copy, share or sell them.

Using AI tools

- You must not use AI tools (such as ChatGPT) to produce assessment evidence unless your assessor has said AI is allowed for that task, and then only in the way they specify.
- If you use AI where it is allowed, say how you used it, as your assessor asks. Your evidence must still show your own skills and knowledge.
- Never enter other people's personal information, workplace confidential information, or our assessment and learning materials into an AI tool.
- If you are unsure, ask your trainer and assessor before you use a tool.

We confirm that work is your own mainly through how we assess, such as questioning, supervised tasks and practical demonstration. AI detection tools are only ever an indicator, never proof on their own.

If something goes wrong

- If you feel unsafe online, or someone harasses you, tell your trainer and assessor or Student Support (info@s2c.edu.au or (07) 3555 7703). For a confidential report to the General Manager, mark your email "Confidential – General Manager".
- If anyone is in immediate danger, call 000.

More information

This is a plain-English summary for students. If anything here differs from our Student Code of Conduct, AI Use Policy and Academic Integrity Policy, the policy applies. Email info@s2c.edu.au and we will send you the full policy.

Contact us: info@s2c.edu.au · (07) 3555 7703 · 2 Heaslop Street, Woolloongabba QLD 4102 · www.s2c.edu.au

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