

<b>Department</b> Retail Institute – RTO (ID 4049)		
<b>Title</b> Terms and Conditions for Digital Usage		<b>Effective</b> February 2026
<b>Version ID</b> No.2	<b>Superseding Version</b> 1	<b>Effective</b> January 2025
<b>Associated Instrument/s</b>		Nil
<b>Approved by</b> Head of Retail Institute	<b>Next Review</b> July 2028	Once printed, this document is not controlled.
<b>Reason for change</b>		General review, formatting updates, RTO name change.

## Terms and Conditions for Digital Usage

You may be issued a laptop or IT device for this educational course; by enrolling into this course you agree to the following terms and conditions:

1. **Proper Usage:** The laptop is to be used solely for educational purposes related to this course. Personal use is strictly prohibited.
2. **Personal Information:** You agree not to log in to personal accounts or download personal information onto the laptop. This includes but is not limited to, email accounts, social media, banking information, and any other personal data.
3. **Offensive Content:** You agree not to search for, access, or download any content that is considered offensive, inappropriate, or illegal. This includes, but is not limited to, content that is violent, pornographic, discriminatory, or hateful in nature.
4. **Security:** You will not attempt to bypass any security measures or install unauthorized software on the laptop.
5. **Supervision and Care:** You are responsible for the care and supervision of the laptop at all times. Any damage or loss should be reported immediately.
6. **Compliance:** You agree to comply with all instructions and guidelines provided by the course instructor regarding laptop usage.
7. **Return:** The laptop must be returned in the same condition it was issued at the end of each day as requested by the instructor. All returning protocols must be followed as requested by the instructor.

Failure to comply with these terms and conditions may result in the revocation of laptop privileges and other disciplinary actions as deemed appropriate.