



ICAN NETWORK LTD. CANCELLATION POLICY

No charge if notice of cancellation is given 14 days prior to commencement of Session #1

I CAN Network will not charge the participant if they provide notice of cancellation 14 days prior to commencement of the Online Group Mentoring start date.

\$194 AUD administrative fee if notice of cancellation with less than 14 days notice

If less than 14 days notice has been given to withdraw completely from the Online Group Mentoring program an administration fee of \$194 will be payable.

\$194 AUD administrative fee if notice of cancellation given within 48 hours of Session #1

Participants who withdraw from the Online Group Mentoring Program within 48 hours after Session #1 (participant has either completed the first session or did not attend but did not provide 14 days notice) will incur a \$194 administration fee.

Full \$388 AUD charge applied if notice of cancellation given 48 hrs after Session #1

Participants who withdraw 48 hours after Session #1 will be required to pay the full amount (\$388)

Participants who miss a single session will forfeit that session and no refund or reduction in invoice amount will apply.

Missed sessions (partial attendance)

If the participant misses a session, you are still required to pay the cost and you will not be offered a discount or a replacement session.

If you do not contact us within the prescribed time limits as listed above and do not attend any sessions you are still liable for the cost due to us having to pay staff and running of the programs.

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I CAN NETWORK LTD. ICT POLICY

Information and Communication Technologies (ICT) Agreement

At the I CAN NETWORK we support the right of all participants to access safe and inclusive learning environments, including digital and online spaces. This form outlines the I CAN Networks roles and responsibilities in supporting safe digital learning, as well as the expected behaviors we have of our participants when using digital or online spaces.

When I use digital technologies, I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and other participants and thinking about how the things I do or say online might make them feel.
- not sending mean or bullying messages or forwarding them to other people.
- ensuring that the zoom username is not my full name or anything that is not respectful including swear words or using other people's names

When I use digital technologies, I **protect personal information** by being aware that my full name, photo, birthday, address, phone number and gaming identities is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way and do not request the information from them
- protect my passwords and don't share them with anyone except my parent
- never answer questions online that ask for my personal information
- never share personal social media and blogging accounts or information

When I use digital technologies, I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- ensuring that the content that I post is not considered offensive, abusive or indecent in nature
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information

- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search or share something rude, pornographic or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult

I AGREE TO BE POLITE, SAFE AND RESPONSIBLE AND ETHICAL USER OF DIGITAL TECHNOLOGIES. A BREACH IN THIS AGREEMENT MAY RESULT IN TERMINATION OF YOUR PROGRAM SPOT.

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