



Empowering Lifelong Learning

Axial Training PTY LTD

Microsoft 365

License Sharing Policy

Student Microsoft License Policy

1. Eligibility:

- a. Students enrolled with Axial Training Pty Ltd, are eligible to receive free Microsoft licenses under the Educational deal with our Microsoft licenses.
- b. The licenses are provided for the duration of the student's active enrolment in the respective course.

2. License Usage:

- a. The provided Microsoft licenses, including access to Office 365 applications (Word, PowerPoint, Excel, etc.), are to be used solely for educational purposes related to the enrolled course.
- b. Personal use of the licenses, such as personal storage, is strictly prohibited.
- c. Users are responsible for maintaining the security and confidentiality of their login credentials and should not share their account information with others.
- d. Any unauthorised use, including but not limited to, misuse of licenses, sharing licenses with non-enrolled individuals, or engaging in activities that violate applicable laws or school policies, may result in disciplinary actions and immediate suspension of accounts.

3. Monitoring:

- a. User activity within the Microsoft licenses may be monitored to ensure compliance with this policy.
- b. Monitoring activities may include but are not limited to, reviewing usage logs, inspecting files and communications, and analysing system data.

4. Data Ownership and Privacy:

- a. Users should be aware that their activities within the Microsoft licenses may be subject to monitoring and that their data may be accessed by authorised administrators for educational or security purposes.
- b. Users should exercise caution and avoid storing or transmitting any sensitive or personal information within the Microsoft licenses.

5. Termination of Access:

- a. Access to the Microsoft licenses will be terminated upon completion of the enrolled course or upon withdrawal from the institution.
- b. Users are responsible for backing up any personal data or files stored within the Microsoft licenses before termination.

6. Compliance:

- a. Users must adhere to all applicable laws, regulations, and school policies while using the Microsoft licenses.
- b. Violation of this policy may result in disciplinary actions, including but not limited to, loss of license privileges and disciplinary measures as outlined in the Axial code of conduct.

By using the provided Microsoft licenses, students acknowledge their understanding and agreement to comply with the terms and conditions outlined in this policy. Any questions or concerns regarding the policy should be directed to Axial Training, 07 3387 4400.