



# ECHE4540

## Creativity and the Arts

Session 2, Special circumstance 2020

*Macquarie School of Education*

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#### Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

#### Notice

As part of [Phase 3 of our return to campus plan](#), most units will now run tutorials, seminars and other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online activities for your unit, please go to [timetable viewer](#). To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

## General Information

Unit convenor and teaching staff

Unit Convenor

Jane Lancaster

[jane.lancaster@mq.edu.au](mailto:jane.lancaster@mq.edu.au)

Contact via via iLearn Dialogue

Room 268, X5B290

Monday - Wednesday

Lecturer

Sarah Powell

[sarah.powell@mq.edu.au](mailto:sarah.powell@mq.edu.au)

Contact via via iLearn Dialogue

Credit points

10

Prerequisites

160cp at 1000 level or above

Corequisites

Co-badged status

Unit description

Students will explore creativity and its role in the arts for both adults and children. Exploration of theory and research which relate to definitions of creativity and imagination is integral to this unit. Cognitive, affective and imaginative aspects of creativity will be explored through diverse forms of art. Students also explore their own creativity through practical experiences in a variety of art form areas and through independent work towards an original major creative project.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

**ULO1:** Develop an understanding of contemporary theories of creativity.

**ULO2:** Develop understanding of ways in which the creative arts are used in education,

to explore, create and communicate about the world.

**ULO3:** Engage in discourse about creativity in contemporary contexts.

**ULO4:** Explore the creative process by engaging in art-making and art appreciation experiences.

**ULO5:** Apply knowledge of the skills, techniques and conventions of the arts by creating an original art work which can relate to teaching in primary school and/or ECEC settings.

## General Assessment Information

### Reflective Journal

Due: **from end week 1**

Weighting: **40%**

Starting in week 1 of the semester you are expected to submit 4 postings related to specified lectures and unit readings. These are located in the relevant weekly sections of the iLearn site, under the heading Assessment. The due dates are shown on iLearn. Each posting is due by Sunday evening of the week AFTER the readings are done, so that you have the weekend available to finalise the week's task.

There will be questions or focus topics set out each week, based on the week's content and on individual investigations and experiences.

Assessment criteria:

- All postings are completed on time
- Entries show critical reflection on readings and explorations
- Entries show engagement with the ideas from the lectures
- Written expression is clear and grammatically correct
- Referencing is done in correct APA style

On successful completion you will be able to:

- Develop an understanding of contemporary theories of creativity.
- Develop understanding of ways in which the creative arts are used in education, to explore, create and communicate about the world.
- Engage in discourse about creativity in contemporary contexts.

### Major Creative Work

Due: Wednesday **21 October**

Weighting: **30%**

You are required create an original artwork suitable for sharing with young children and with potential to enhance their creative engagement with the arts. Your creative product is **not** to be specifically designed as a teaching aid. However it could of course be used in a classroom as

part of a curriculum, just as books, music or visual art works are used.

You must specify a target age group between birth and 12 years and justify your choice (in your journal).

**Projects may include:**

- an artwork e.g. painting, drawing, collage, sculpture, fabric art
- a picture book or poetry anthology
- music or songs, dance
- drama (individual or group performance, puppetry including making of puppets)
- digital media

**Marking criteria (Major Creative Work):**

- The art work shows originality
- The art work shows the artist's creative thinking and problem-solving
- The artwork effectively communicates ideas through selected media and techniques
- The art work is appropriate for chosen age group
- The art work has potential to inspired children's creative engagement
- The art work is of high aesthetic quality and presentation
- The art work is appropriately durable and safe for sharing with children

**NOTE: While the above criteria relate to the artwork, journal entries will be assessed concurrently, so that all criteria can be fully explored by markers.**

On successful completion you will be able to:

- Develop an understanding of contemporary theories of creativity.
- Develop understanding of ways in which the creative arts are used in education, to explore, create and communicate about the world.
- Engage in discourse about creativity in contemporary contexts.
- Explore the creative process by engaging in art-making and art appreciation experiences.
- Apply knowledge of the skills, techniques and conventions of the arts by creating an original art work which can relate to teaching in primary school and/or ECEC settings.

**Creative Journal**

Due: **ongoing to 21 October**

Weighting: **30%**

For this unit, you will need to keep a Creative Journal (or Process Diary). You might like to purchase a sketchbook specifically for this purpose (depending on your personal preferences, this might be A3, A4 or A5 sized), or, if you prefer, you might like to have a folder or a digital

document that you add to over the semester.

In your creative journal, as well as describing and analysing the creative processes of your chosen major creative work (and related explorations of techniques, subject matter, influences of other artists etc), you should also include photographs, jottings, sketches and notes that make visible your creative processes.

There is no set format for the journal, as it is part of your own creative exploration and documentation of a creative journal.

For the written components of your creative journal, you are required to write at least 4 entries, at least 200 words each, documenting the progress of your major work. The written entries should also be included in your hard copy journal, so that this represents full documentation of your process and journey about the making of your major work.

**CREATIVE JOURNALS SHOULD BE BROUGHT TO WORKSHOPS FOR INTERNAL STUDENTS, AND ON-CAMPUS SESSIONS FOR EXTERNAL STUDENTS**

### **Assessment criteria**

- Evidence of development of creative thought over time.
- Evidence of experimentation/exploration/refinement of ideas.
- Evidence of reflection on relevant socio-cultural and developmental knowledge.
- Reference to readings on young children's engagement with creative arts.
- Reference to readings on the media and techniques for your chosen art form
- Evidence of understanding of children's engagement with selected art form.
- Clear and grammatically correct written expression.
- Correct APA referencing.

On successful completion you will be able to:

- Develop an understanding of contemporary theories of creativity.
- Develop understanding of ways in which the creative arts are used in education, to explore, create and communicate about the world.
- Engage in discourse about creativity in contemporary contexts.
- Explore the creative process by engaging in art-making and art appreciation experiences.
- Apply knowledge of the skills, techniques and conventions of the arts by creating an original art work which can relate to teaching in primary school and/or ECEC settings.

### **Summary of Assessment Tasks**

Online reflections on lectures and readings, a creative process journal, a major creative work. These assessments provide opportunities for students to show evidence of their understanding of theories of creativity, explore their own creativity and apply this to children's learning. More information about assessment tasks, including detailed instructions and assessment rubrics, can

be found on iLearn.

### **General Assessment Requirements**

- **All assignments must be submitted for students to pass the unit.**
- Assignment 1 (reflective journal) will be submitted via iLearn.
- Assignment 2a (major work) may be posted or delivered. This may involve making special arrangements with the unit convener, depending on the size and fragility of the work.
- Assignment 2b (creative process journal) will be shown in progress during workshops (internal/online) and on-campus (external), as well as being handed in by post or delivery.
- All failing assignments will be double marked where failure relates to unsatisfactory content

### **Assessment Presentation & Submission Guidelines**

Please follow these guidelines when you submit each assignment:

- Allow a left and right-hand margin of at least 2cm in all assignments.
- Please type all assignments using 12-point font and 1.5 spacing.
- All assessments must be submitted through Turnitin in .doc or .pdf format
- It is the responsibility of the student to ensure that all assessments are successfully submitted through Turnitin.
- Faculty assignment cover sheets are NOT required.

### **Draft Submissions & Turnitin Originality Reports**

- Students may use Turnitin's Originality Report as a learning tool to improve their academic writing if this option is made available in the unit.
- Students are strongly encouraged to upload a draft copy of each assessment to Turnitin at least one week prior to the due date to obtain an Originality Report.
- The Originality Report provides students with a similarity index that may indicate if plagiarism has occurred. Students will be able to make amendments to their drafts prior to their final submission on the due date.
- Generally, one Originality Report is generated every 24 hours up to the due date.

### **Please note:**

- Students should regularly save a copy of all assignments before submission.
- Students are responsible for checking that their submission has been successful and has been submitted by the due date and time.

### **Assignment Extensions and Late Penalties**

- In general, there should be no need for extensions except through illness or misadventure that would be categorised as serious and unavoidable disruption according to the University definition of same, see: <https://students.mq.edu.au/study/my-study-program/special-consideration>
- Applications for extensions must be made via AskMQ according to the Special Consideration policy. Extensions can only be granted if they meet the Special Considerations policy and are submitted via <https://ask.mq.edu.au/>. This will ensure consistency in the consideration of such requests is maintained.
- Late submissions: Unless a Special Consideration request has been submitted and approved, (a) a penalty for lateness will apply – two (2) marks out of 100 will be deducted per day for assignments submitted after the due date – and (b) no assignment will be accepted more than seven (7) days (incl. weekends) after the original submission deadline. No late submissions will be accepted for timed assessments – e.g. quizzes, online tests. Late penalties are applied by unit convenors or their delegates after tasks are assessed.
- If a student is still permitted to submit on the basis of unavoidable disruption, an alternative topic may be set.
- Students should keep an electronic file of all assessments. Claims regarding "lost" assessments cannot be made if the file cannot be produced. It is also advisable to keep an electronic file of all drafts and the final submission on a USB untouched/unopened after submission. This can be used to demonstrate easily that the assessment has not been amended after the submission date.

### **Requesting a re-assessment of an assignment**

If you have **evidence** that your task has been incorrectly assessed against the grade descriptors you can request a re-mark. To request a re-mark you need to contact the unit convenor within **7 days** of the date of return of the assignment and provide **a detailed assessment of your script against the task criteria**. Evidence from your assignment must be provided to support your judgements.

Note: Failed assessments cannot be re-marked as they are all double-marked as a part of the moderation process.

Please note: The outcome of a re-mark may be a **higher/lower or unchanged grade**. Grades are *standards referenced* and effort is NOT a criterion.

### **Final Submissions**

- Students are responsible for checking that their submission has been successful and has been submitted by the due date and time.

## University Policy on Grading

### Criteria for awarding grades for assessment tasks

Assignments will be awarded grades ranging from HD to F according to guidelines set out in the University's Grading Policy. The following descriptive criteria are included for your information.

### Descriptive Criteria for awarding grades in the unit

In order to meet the unit outcomes and successfully pass this unit, students must make a genuine attempt at all assessment tasks. Where any submitted assessment task is considered to be unsatisfactory in this regard, the highest possible final grade that can be awarded for the unit will be 45.

Students will be awarded grades ranging from HD to F according to guidelines set out in the policy: <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/assessment-in-effect-from-session-2-2016>

The following generic grade descriptors provide university-wide standards for awarding final grades.

Grade	Descriptor
<b>HD</b> (High Distinction)	Provides consistent evidence of deep and critical understanding in relation to the learning outcomes. There is substantial originality and insight in identifying, generating and communicating competing arguments, perspectives or problem solving approaches; critical evaluation of problems, their solutions and their implications; creativity in application as appropriate to the discipline.
<b>D</b> (Distinction)	Provides evidence of integration and evaluation of critical ideas, principles and theories, distinctive insight and ability in applying relevant skills and concepts in relation to learning outcomes. There is demonstration of frequent originality in defining and analysing issues or problems and providing solutions; and the use of means of communication appropriate to the discipline and the audience.
<b>Cr</b> (Credit)	Provides evidence of learning that goes beyond replication of content knowledge or skills relevant to the learning outcomes. There is demonstration of substantial understanding of fundamental concepts in the field of study and the ability to apply these concepts in a variety of contexts; convincing argumentation with appropriate coherent justification; communication of ideas fluently and clearly in terms of the conventions of the discipline.
<b>P</b> (Pass).	Provides sufficient evidence of the achievement of learning outcomes. There is demonstration of understanding and application of fundamental concepts of the field of study; routine argumentation with acceptable justification; communication of information and ideas adequately in terms of the conventions of the discipline. The learning attainment is considered satisfactory or adequate or competent or capable in relation to the specified outcomes
<b>F</b> (Fail)	Does not provide evidence of attainment of learning outcomes. There is missing or partial or superficial or faulty understanding and application of the fundamental concepts in the field of study; missing, undeveloped, inappropriate or confusing argumentation; incomplete, confusing or lacking communication of ideas in ways that give little attention to the conventions of the discipline.

Note: If you fail a unit with a professional experience component the fail grade will be on your transcript irrespective of the timing of the placement.

## Withdrawing from this UG Unit

If you are considering withdrawing from this unit, please seek academic advice via <https://ask.mq.edu.au> before doing so as this unit may be a co-requisite or prerequisite for units in the following sessions and may impact on your progression through the degree.

## Results

Results shown in iLearn, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit [ask.mq.edu.au](https://ask.mq.edu.au).

## Assessment Tasks

Name	Weighting	Hurdle	Due
<a href="#"><u>Assignment 1: Reading Journal</u></a>	40%	No	From end of Week 1
<a href="#"><u>Assignment 2A: Original Creative work</u></a>	30%	No	Wednesday 21 October, 5pm
<a href="#"><u>Assignment 2B: Creative journal/ process diary for Major Creative Project</u></a>	30%	No	Ongoing until Wednesday 21 October, 5pm

### Assignment 1: Reading Journal

Assessment Type <sup>1</sup>: Reflective Writing

Indicative Time on Task <sup>2</sup>: 30 hours

Due: **From end of Week 1**

Weighting: **40%**

Submit 4 short (500 word) postings related to specified unit readings.

On successful completion you will be able to:

- Develop an understanding of contemporary theories of creativity.
- Develop understanding of ways in which the creative arts are used in education, to explore, create and communicate about the world.
- Engage in discourse about creativity in contemporary contexts.

### Assignment 2A: Original Creative work

Assessment Type <sup>1</sup>: Creative work

Indicative Time on Task <sup>2</sup>: 25 hours

Due: **Wednesday 21 October, 5pm**

Weighting: **30%**

## Original Creative Work

Create an original artwork suitable for sharing with young children and with potential to enhance their creative engagement with the arts. Output is a creative work of choice (e.g. painting, sculpture, storybook, song for children, collage).

On successful completion you will be able to:

- Develop an understanding of contemporary theories of creativity.
- Develop understanding of ways in which the creative arts are used in education, to explore, create and communicate about the world.
- Engage in discourse about creativity in contemporary contexts.
- Explore the creative process by engaging in art-making and art appreciation experiences.
- Apply knowledge of the skills, techniques and conventions of the arts by creating an original art work which can relate to teaching in primary school and/or ECEC settings.

## Assignment 2B: Creative journal/ process diary for Major Creative Project

Assessment Type <sup>1</sup>: Creative work

Indicative Time on Task <sup>2</sup>: 25 hours

Due: **Ongoing until Wednesday 21 October, 5pm**

Weighting: **30%**

Creative journal/ process diary to accompany 2A Major Creative work.

On successful completion you will be able to:

- Develop an understanding of contemporary theories of creativity.
- Develop understanding of ways in which the creative arts are used in education, to explore, create and communicate about the world.
- Engage in discourse about creativity in contemporary contexts.
- Explore the creative process by engaging in art-making and art appreciation experiences.
- Apply knowledge of the skills, techniques and conventions of the arts by creating an original art work which can relate to teaching in primary school and/or ECEC settings.

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<sup>1</sup> If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment

- the [Writing Centre](#) for academic skills support.

<sup>2</sup> Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

## **Delivery and Resources**

### **Unit Structure**

This unit comprises a weekly one-hour lecture and a weekly two-hour tutorial. In the tutorial students will discuss issues and questions arising from the lectures and prescribed readings, and engage in practical art making experiences. They are expected to base their arguments/ discussions on evidence from published research and other relevant material. Attendance at all tutorials is expected. Attendance at on campus days for external students is also expected. Students are required to participate in small group activities, whole class discussion, to read the weekly material in advance, and to complete brief tasks either as individuals or in pairs. The weekly schedule for the course with the accompanying readings/ preparation is available on the unit iLearn site.

### **iLearn**

This unit has a full web presence through iLearn via the following website link: <http://ilearn.mq.edu.au>. Weekly access to iLearn is compulsory for all students. Important assessment information will be posted here, as will other relevant unit notices and materials, including a reading template and guide to lecture note taking to assist your studies. Various activities and materials for discussion and critical reflection are included and external students especially are encouraged to use this web component. Electronic links and suggested references will be included in the Resources section. Please check the iLearn unit regularly given the current situation.

### **Lectures**

All lectures are online and are available through the ECHO360 lecture component. Lectures are up to 1 hour in duration and you are required to listen to them on a weekly basis.

### **Tutorials**

Tutorial workshops are held every week and all tutorials begin in the first week of classes. Tutorials are 2 hours in duration. Some students will attend face-to-face workshops and other students will attend via zoom. Timetable / location details for these tutorials can be found on the University website at: <http://www.timetables.mq.edu.au/> Login details for zoom tutorials will be available on iLearn. Students are required to attend the tutorial in which they are enrolled, as numbers in the Art Room are strictly limited. Any changes to tutorial enrolments must be completed officially through e-student. Please do not contact the unit convenor requesting a change. Prior to attending campus, please ensure you have read the health and safety protocols available on iLearn. If you are unwell, please ensure that you do not attend campus.

### **On-campus Session for External Students**

External students enrolled in this unit will attend a face-to-face, on-campus session scheduled for

**Saturday 19 September, 9am - 5pm.** If you foresee a problem in attending this session, please let the Unit Coordinator know as soon as possible. Non-attendance can lead to exclusion from the Unit, so it is essential that you discuss difficulties or concerns with the Unit Coordinator. Students will partake in online, weekly lectures throughout the session. Students are encouraged to join zoom tutorials with Internal students where possible.

### **Access and technical assistance**

Information for students about access to the online component of this unit is available at [ilearn.mq.edu.au/login/MQ/](https://ilearn.mq.edu.au/login/MQ/). You will need to enter your student username and password.

Please do NOT contact the Unit Convenor regarding iLearn technical help. No extensions will be given for any technical issues. Allow enough time for your submissions.

Assistance is available from IT Helpdesk ph: 1800 67 4357, or log a request at [help.mq.edu.au](https://help.mq.edu.au). OneHelp is the online IT support service for both students and staff.

This unit requires students to use several ICT and software skills:

- Internet access: The iLearn site contains materials for this unit; it is also required for the online submission of all Assessment Tasks, and for the use of Turnitin submission for ALL tasks.
- Word processing, visual representations, and document formatting: You are required to use an appropriate form of software to present your assignments.
- Uploading of assessment tasks to iLearn.

## **Unit Schedule**

### **Topics to be covered in this unit include:**

- Introduction to ECHE4540
- What is Creativity?
- Creativity and the Art of Play
- The Language of Story and Illustration
- Creativity in Early Childhood: Under 3s at Mia Mia
- Creative Exchange: Galleries and Museums
- Creativity in the Classroom: Nature Play, Loose Parts and Technology
- Creativity in Theory and Practice
- Creative Rhythm and Music
- Creativity and Drama

A full schedule of lectures and tutorials is available on iLearn.

## **Readings**

Readings are available through Leganto.

The full list of readings for ECHE4540 is also available on iLearn.

## **Policies and Procedures**

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Students seeking more policy resources can visit the [Student Policy Gateway \(https://students.mq.edu.au/support/study/student-policy-gateway\)](https://students.mq.edu.au/support/study/student-policy-gateway). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).

## **Student Code of Conduct**

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/study/getting-started/student-conduct>

## **Results**

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](https://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## **Department Procedures**

In addition, the following policies and procedures of the Department of Educational Studies are applicable in this unit.

## **Attendance for undergraduate units**

All Internal tutorials begin in Week 1 of Session.

Activities completed during weekly tutorials (internal) or on campus days (external) are essential for building the core knowledge and/or skills required to demonstrate the learning outcomes of this unit [and to meet the AITSL Graduate Teacher Standards and/or ACECQA requirements]. Attendance at all tutorials or on campus days is expected and the roll will be taken.

Students are required to attend the tutorial in which they are enrolled. Any changes to tutorial enrolments must be completed officially through e-student. Please do not contact the unit convenor requesting a change.

### **Unit Expectations**

- Students are expected to read weekly readings before completing tasks and attending tutorials
- Students are expected to listen/attend weekly lectures before completing tasks and attending tutorials
- Note: It is not the responsibility of unit staff to contact students who have failed to submit assignments. If you have any missing items of assessment, it is your responsibility to make contact with the unit convenor.

### **Electronic Communication**

It is the student's responsibility to check all electronic communication on a regular weekly basis. Communication may occur via:

- Official MQ Student Email Address
- The Dialogue function on iLearn
- Other iLearn communication functions

### **External Students**

1. The on-campus session on **Saturday 19 September** is essential to student engagement and learning and attendance all day is expected. Failure to attend or to have an approved Special Consideration, may result in a Fail grade for the unit. Please see attendance requirements in this unit guide.
2. Prior to the on-campus sessions, you should have read the prescribed readings and listened to the lectures. Summarise the main points, and make a note of the key terms and definitions. Prepare any discussion questions of your own that you wish to share.
3. Please make effective use of the online component of the unit and access iLearn regularly. Keep up to date with listening to the lectures on a weekly basis.

4. The on campus session will run from 9.00 - 5.00 on Saturday 19 September. Further specific details and any updates about times and locations will be posted on iLearn as an Announcement during first half of the semester.

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## Learning Skills

Learning Skills ([mq.edu.au/learningskills](http://mq.edu.au/learningskills)) provides academic writing resources and study strategies to help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

## Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

## Student Enquiries

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.