Introduction

Hacktales Academy is committed to fostering a safe, ethical, and productive learning environment for students and interns. This Policy outlines acceptable behavior, cybersecurity best practices, and responsibilities that all members of the Academy must adhere to. Violating this policy may result in disciplinary action, including termination of participation.

1. Acceptable Use Policy (AUP)

1.1 General Guidelines

1. Academy-provided resources (emails, learning platforms, company resources) must be used solely for authorized academic and project-related activities.
2. Personal use of Academy resources is allowed within reasonable limits, provided it does not interfere with operations or violate any part of this policy.
3. Users must not engage in illegal activities, including but not limited to hacking, piracy of Hacktales' resources, or unauthorized access to systems.

1.2 Prohibited Activities

1. Accessing, storing, or distributing offensive, discriminatory, or inappropriate content.
2. Using Academy resources to engage in cyberattacks or disrupt network services.
3. Sharing or using credentials to access systems or platforms without proper authorization.
4. Taking snapshots of materials on the learning platform.
5. Discontinuing participation in the training program without reasonable notice (in writing) provided to the program coordinator and with written approval granted.

2. Cyber Hygiene Practices

2.1 Password Management

1. Use strong, unique passwords for all accounts and change them every 90 days.
2. Do not share passwords with others, and store them securely (e.g., using a password manager).

2.2 Device Security

1. Regularly update software to patch security vulnerabilities.
2. Report any suspected compromise or unauthorized access to the IT department immediately.

2.3 Safe Online Practices

1. Verify the legitimacy of emails, links, and attachments before interacting.
2. Use only approved platforms for communication and project collaboration.
3. Avoid connecting to public Wi-Fi networks without using a secure VPN.

3. Attendance and Participation

3.1 Attendance Requirements

1. Students and interns are expected to attend all scheduled classes, workshops, webinars, and project meetings unless excused in advance by an instructor or supervisor.
2. A minimum attendance rate of 75% and minimum of 5 assignments during CFP, minimum of 75% attendance during internship and capstone participation is required to remain in good standing and be eligible for a certificate of completion.
3. Notify your instructor or supervisor as soon as possible if you anticipate being late or absent.

3.2 Punctuality

1. Participants are required to arrive on time for all sessions.
2. Late arrivals of more than 10 minutes may be marked as absent unless prior notice is given.

3.3 Active Participation

1. Students and interns must actively engage in discussions, group projects, and activities.
2. Failure to participate constructively may impact evaluations and recommendations.
3. All students and interns must complete their training programs before being assigned Capstone projects. Similarly, Capstone projects must be completed to qualify for the recruitment support stage and to receive recommendation letters.
4. Interns must attend all scheduled sessions, including:
   - Orientation meetings
   - Classes with mentors
   - Team or group meetings
   - Task reviews and presentations
   - Task assignment discussions

   Additional meetings may be announced by Hacktales or initiated within teams.

3.4 Make-Up Sessions

1. Participants who miss a session must attend a make-up session of the recorded class on the learning platform and/or complete equivalent assignments.
2. Missing classes with prior notice without completing make-up sessions will impact the attendance rate.
3. Unexcused absences or missing meetings for three consecutive weeks may lead to removal from the program.

4. Non-Disclosure and Confidentiality

1. All students and interns must sign a **Non-Disclosure Agreement (NDA)** and/or contract before accessing proprietary materials, systems, or projects.
2. You are prohibited from sharing confidential information related to Academy projects, client data, or other sensitive materials outside authorized personnel.
3. Breach of confidentiality will result in immediate removal from the program and potential legal action.

5. Intellectual Property Rights

1. Any work, project, or innovation developed during your tenure at Hacktales Academy becomes the intellectual property of Hacktales Academy, unless otherwise specified in a written agreement.
2. Students and interns may not use Academy resources to develop personal projects without prior written approval.
3. Proper credit will be given to contributors under Academy guidelines.

6. Reporting Violations and Incidents

- Any violations of this policy, cybersecurity incidents, or ethical concerns must be reported immediately to the Academy's designated point of contact, i.e. the Operations Manager.

7. Refund Policy

7.1 Eligibility for Refunds

- Participants who voluntarily withdraw from the program after the refund eligibility period are not entitled to a refund.

7.2 Conditions for Refunds

- Refund requests must be submitted in writing before the start of the program and include a valid reason for withdrawal.
- Refunds will be processed within 30 days of approval and are subject to a 10% administrative fee.

7.3 Non-Refundable Cases

- Refunds will not be granted to participants who are removed from the program due to violations of this policy.

8. Policy on Cohort Continuity and Re-Enrollment

At Hacktales, we are committed to fostering a structured and colla
environment. To ensure consistency, accountability, and optimal learning outcomes,
the following policy governs cohort participation and re-enrollment:

8.1. Mandatory Cohort Completion

- All students are expected to complete the program with their assigned cohort. The cohort structure is designed to build teamwork, foster peer learning, and maintain a consistent progression of knowledge and skills.

8.2. Restrictions on Joining New Cohorts

- Students who are unable to complete the program with their original cohort will not be permitted to join a new cohort by default. Re-enrollment in a future cohort will require formal approval and may be subject to additional terms.

8.3. Exceptional Circumstances

- Exceptions may be made in the case of serious, documented situations such as health issues, family emergencies, or other significant challenges.
- Students seeking an exception must:
  a. Notify Hacktales in writing within one (1) month of dropping off from the program.
  b. Provide valid evidence supporting the claim (e.g., medical reports or official documentation).

8.4. Re-Enrollment Fee

- Students who fail to complete the program with their original cohort and do not qualify for an exception will be required to pay a re-enrollment fee equivalent to 50% of the program cost before joining a new cohort.

8.5. Re-Enrollment Process

- Requests to join a new cohort must be submitted in writing to the program administration.
- Approval is at the sole discretion of Hacktales and will be contingent on the availability of slots, the student's prior performance, and adherence to this policy.

8.6. Non-Compliance

- Students who drop off without following the proper comm documentation process will forfeit their eligibility to re-enroll in the program.

9. Disciplinary Actions

Violations of this policy will be addressed in a fair and consistent manner. Disciplinary actions may include:

1. Verbal or written warnings.
2. Suspension or removal from the Academy.
3. Legal action in cases of severe violations (e.g., data breaches or intellectual property theft).

This Policy should be read hand-in-hand with the Guidelines for Hacktales Internship Document.

Acknowledgment

All students and interns must sign below to acknowledge that they have read, understood, and agreed to comply with the **Student Policy Document.**

Name: UbongAbasi Ebong Etim

Signature:

Date: 25-04-2025