

Virtual Learning Environment (Moodle) Terms of Use 2010

Last updated: August 2010

INTRODUCTION

Moodle is a Virtual Learning Environment (“VLE”) which offers file sharing and communication tools to users. North Warwickshire and Hinckley College provide these services subject to the following rules and guidelines.

These guidelines should be used in conjunction with the following College policies which can be found on the College web site and/or Extranet:

- IT Security Policy
- ICT/ILT Acceptable Use Policy
- Data Protection Policy
- Procedures relating to misconduct

In the event of any conflict between this document and any College Policy the terms in the policy will govern. Any questions regarding Moodle usage can be directed to the VLE Coordinator / Developer.

1. USE OF MOODLE

- 1.1 Each user (tutor, learner or guest) is responsible for ensuring that their use of Moodle complies with College policies and this document.

By using our Moodle services you agree to be bound by these terms, which shall take effect immediately on your first use. If you do not agree to be bound by all the following terms you should cease using Moodle and notify the E-Services department.

- 1.2 The College may revise these terms without notice by posting the latest version of this document onto Moodle. Your continued use of Moodle will be deemed acceptance of the updated terms or amendments.
- 1.3 Users accessing Moodle from non-College owned equipment (such as mobile phones or personal laptops) and users accessing Moodle from outside College premises (such as their home or workplace) are bound by the same conditions of use.
- 1.4 In accordance with the ICT/ILT Acceptable Use Policy, use of Moodle must be for the purpose of teaching, training, research, coursework, associated administration or other authorised use.

2. SECURITY

- 2.1 Access to course information and resources on Moodle are controlled by user permissions. You should log into Moodle with your own network user account and never allow another user to access Moodle under your network account.
- 2.2 Each area on Moodle is protected by an Enrolment Key (a password required to gain access) that is set by the course tutor. Learners should never disclose an enrolment key to allow access by an unauthorised user.
- 2.3 You should never attempt to access any protected Moodle area unless you are a member of the course and have been given permission to do so by the course tutor.
- 2.4 Activities on Moodle are fully audited. Records are kept of when users access courses and resources along with a log of all communications such as forum posts, assignment submissions, etc. These records are available to tutors for course evidence, but may also be used as a point of reference for any matters arising, such as accounts of harassment, bullying or the transmitting of inappropriate material.
- 2.5 Users should not post personal or sensitive information to any part of Moodle including to their profile, blogs, or any course activities. Information sent through Moodle may be read by third parties.
- 2.6 When tutors place information onto Moodle they are acknowledging that they are making it available for download, and therefore we cannot guarantee that such resources will not be seen by/distributed to third parties.
- 2.7 Often tutors will place links to useful websites on Moodle to help learners with their research. The College cannot accept any responsibility for the contents of external sites.
- 2.8 Access to Moodle will be withdrawn when a user is no longer employed by/studying at the college.

3. CONTENT

- 3.1 Course tutors are responsible for ensuring that the learning materials added to their areas does not infringe confidentiality, copyright or the intellectual property rights of others (including colleagues).
- 3.2 Course tutors should not upload any materials which would breach the College Acceptable Usage Policy (such as illegal or obscene content) or add links to any web pages that host such material.
- 3.3 Learners taking part in online course activities (including assignment submission, chat rooms, forums, etc.) are prohibited from transmitting any words or pictures which are libellous, insulting, abusive or would otherwise contravene the Student Disciplinary Code.
- 3.4 All work submitted electronically by learners should be their own. Copying others work, cheating, collusion, plagiarism and attempting to obtain unfair assessment advantages are in violation of the College Assessment Misconduct Policy.
- 3.5 Course tutors are responsible for supervising their Moodle areas and ensuring that any violations of College policies are dealt with. Any violations of policies identified by learners should be made to their tutor in the first instance.
- 3.6 Moodle areas should reflect current learning provision. Once an area has been requested by a tutor it is their responsibility for ensuring it remains up-to-date. Moodle areas may be removed without warning if:
 - The tutor has not accessed the area since it was created
 - No resources and/or activities have been added to the area
 - The area has no recent access by learners
- 3.7 Where a course area has multiple tutors then arrangements should be made by the tutoring team to ensure that they work together collaboratively. We cannot accept any responsibility where a tutor makes changes to files or settings without informing their colleagues.
- 3.8 Moodle contains documents created with a variety of software. Where possible we encourage tutors to upload resources in commonly used formats (such as Microsoft Office) to offer wider compatibility. We cannot support learners with problems opening files externally if they are caused by incompatible software and/or hardware.
- 3.9 Many files on Moodle (such as videos) are quite large and best viewed over the College network. We cannot guarantee quality of performance or be responsible for connection issues when downloading these materials externally.

4. DATA STORAGE LIMITATIONS

- 4.1 Moodle is a platform for making files and resources available to learners throughout their course. It should not be used as a general storage area.

Files that are not required for the delivery of your course should be stored in your network area or on your own disks. Where collaboration is required between tutors then your network shared area should be used.

- 4.2 You should always keep original copies of work you upload onto Moodle. The College accepts no liability for lost or corrupt data that has been stored on Moodle by tutors or learners.

Whilst the server is routinely backed up for the purposes of disaster recovery it is the responsibility of the user to ensure that they have copies of any important data, including uploaded resources, submitted assignments, etc.

- 4.3 All learner data and submitted work are purged from the server at the end of the summer term ready for the next academic year. Tutors should ensure that they have copied off any submitted assignments, feedback, grades, forum posts, quiz scores, etc. that they need to keep as evidence.

Where course information needs to be retained, or where learners will be active through the summer period the tutor should consult (in advance) with the VLE Coordinator to ensure data is not lost.

- 4.4 College computers are routinely virus scanned but we cannot guarantee that all files transmitted through Moodle will be virus free. Users accessing Moodle from home should ensure that they have adequate virus protection on their computer to help prevent their infection or distribution of viruses.
- 4.5 Tutors should not use Moodle as a tool to distribute software applications to learners (except where it has been created as part of a programming course).

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