

## **SpecCon Moodle Platform**

### **SpecCon Moodle VLE/ e-Learning Policy and Data Protection Statement**

#### **Introduction**

SpecCon Pty Ltd use a Virtual Learning Environment (VLE), or e-learning, used for courses encompassing topics for computer skills, business related skills and functional skills. It is based on the Moodle 'Course Management System' (<http://www.moodle.org>), a free open source software package designed using sound pedagogical principles, to help educators create effective online learning communities. Moodle is distributed under the GNU General Public License. The Moodle platform is hosted on secure servers and administrated both internally and externally.

The Moodle platform provides a range of features for the delivery, support, administration and participation in teaching and learning activities. The features include content delivery and collaboration between tutors and learners, such as:

- Content creation or upload;
- Discussion forums and chat rooms;
- Messaging tools;
- Assignments;
- Webinars;
- Quizzes; and
- Monitoring of users' online activity.

Other software and web services may also be linked to provide an integrated learning environment for staff and students. The SpecCon Moodle VLEs are defined SpecCon implementation of the Moodle course management system and all other linked software tools for the support and delivery of teaching, learning and research at, by or in collaboration or consultancy with SpecCon partners.

#### **Purpose of the Site Policy**

The purpose of SpecCon Moodle VLE Site Policy is to specify user responsibilities and to promote the appropriate use of the SpecCon Moodle VLE for the protection of all members of the administrative and academic community at SpecCon and partners. The Site Policy applies both within and out with SpecCon premises.

#### **Site Policy**

Please note that users include all learners attending short courses run at or by SpecCon, trainers recruited specifically to teach on SpecCon courses, and non-academic staff employed by SpecCon.

## **Registration**

- All users must register to use the SpecCon Moodle VLE.
- All registered users must agree to the SpecCon Moodle VLE Site Policy. This policy covers the whole period that the user is a member of the Moodle community at SpecCon and partners.
- On registration, users must give their consent to SpecCon's processing of their personal data via the SpecCon Moodle VLE and to acknowledge SpecCon's Data Protection Statement.

## **Your Responsibilities**

Users of the SpecCon Moodle VLE must agree to:

- a) Not use the SpecCon Moodle VLE for anything else other than for the purposes of teaching, learning and research. However, incidental personal use, for example via the Moodle social forums, is acceptable.
- b) Not use the SpecCon Moodle VLE for personal commercial use, for example marketing.
- c) Not use the SpecCon Moodle VLE for uploading, storing, viewing or transmitting any material which is (or may be considered to be) defamatory, inflammatory, discriminatory, obscene or offensive.
- d) Not misrepresent SpecCon or bring it into disrepute in any way through the use of the SpecCon Moodle VLE.
- e) Be responsible for moderating discussion forums which they may have created.
- f) Always act in a professional manner. Be polite and courteous to others when using the SpecCon Moodle VLE. The SpecCon Moodle VLE is not to be used to libel, slander, or harass any other persons.
- g) Not plagiarise in submitted postings or assignments.
- h) Not breach the copyright of SpecCon or any third party by copying from the SpecCon Moodle VLE without authorisation. Copyright of the course materials and content of the SpecCon Moodle VLE are owned or controlled by SpecCon and/or its consultants unless otherwise stated. Any copies of third party materials will be clearly labelled with warnings about any copyright restrictions.
- i) ensure that any copyright material reproduced and loaded onto Moodle conforms with the Copyright, Designs and Patents Act 1988 (as amended)([clickable link](#))

to <http://www.ipo.gov.uk/cdpact1988.pdf>) or with any licence agreement held by SpecCon, or has been made with the express permission of the rights holder. All reproductions must be fully acknowledged. Material not conforming to these requirements will be removed from Moodle.

## **Your Responsibilities and Data Protection**

Users of the SpecCon Moodle VLE must agree to:

- i) Look after their own username and password. Do not share your password with anyone else and do not use the username and password of other users.
- j) Keep physical access to the SpecCon Moodle VLE secure. For example, do not login to the SpecCon Moodle VLE and then leave your computer unattended.
- k) Not attempt to gain unauthorised access to any part of the SpecCon Moodle VLE.
- l) Not post material which contains viruses or other programs which may disrupt SpecCon's systems.
- m) Not upload private, confidential or sensitive material unless this is authorised.
- n) Keep their own data up-to-date and secure.
- o) Understand that SpecCon will not take responsibility for any loss of information, which has been posted on the SpecCon Moodle VLE, once users cease to be formally associated with the SpecCon.

## **Enforcement**

Certain activities will be regarded very seriously by the SpecCon and are subject to severe penalties for users, including suspension of use of the SpecCon Moodle VLE.

These activities include deliberate interruption to the use of the SpecCon Moodle VLE; gaining or attempting to gain unauthorised access to any part of the SpecCon Moodle VLE or information stored therein; unauthorised disclosure of personal data; wilful or reckless infringement of any intellectual property rights of SpecCon, or third parties; and the viewing, transmitting or storing any material which is (or may be considered to be) defamatory, inflammatory, discriminatory, obscene or offensive.

## **Where to find help?**

If you have any queries about getting logged in, finding your modules or other issues, please contact the SpecCon Moodle VLE administrator:

Email: [info@speccon.co.za](mailto:info@speccon.co.za)

## **SpecCon Moodle VLE Data Protection Statement**

### **Your Permission**

By agreeing to the following Data Protection Statement, you are giving your permission to SpecCon to process your personal data via the SpecCon Moodle VLE for the purposes of teaching, learning and research. SpecCon will also process your personal data as part of the administration of your studies.

The SpecCon Moodle VLE is hosted in France on a secure server with a dedicated administrator. However, some aspects will be hosted by third parties. SpecCon and contracted third parties will deal with your personal data in accordance with the principles set out in the Electronic Communications Act 2005.

### **The information we will collect about you**

All users: on registering with the SpecCon Moodle VLE, SpecCon will collect your name, personal or business email address, and geographical location. You may choose to add a photograph of yourself and/or your ID number to the SpecCon Moodle VLE if you wish.

The personal data collected will be adequate, relevant and not excessive for the purposes stated above.

### **Who will have access to your information?**

Fellow students on your course and authorised persons, for example external examiners and placement supervisors, will have access to your name, email address, photograph and any discussion comments you make. You and your fellow students will be able to view each other's profiles.

Only you and authorised persons will have access to your assessment information.

### **Disclaimer**

Please note that SpecCon reserve the right to remove, vary or amend any of the content which appears on the SpecCon Moodle VLE at any time and without prior notice.

Please also note that the SpecCon Moodle VLE may contain links to other websites outside SpecCon control and that neither organisation is responsible for the content or accessibility of these sites.