

Document Name and Version	3.10 Policy and Procedure on Moodle Copyright and Usage
Policy Number	3.10
Policies that Interact with Policy 3.10	Policy 6.2 Learner's Code of Conduct Policy 6.5 Learner Disciplinary Policy Policy 6.6 Policy and Procedures on Internet, Social Media and Email Use Policy 6.7 Dignity and Respect Policy 6.8 Complaints Procedure
Approval Body	Academic Council
Date of Approval	February 2020
Date Policy Comes into Force	25 th January 2021
Date of Review	2025
Revisions	

1. Preamble.

1.1. Moodle is an open source virtual learning environment (VLE) that is used by IICP College to support and enhance learning activities by providing learners with a wide variety of educational resources. These include the ability to:

- Access lecture notes, course handbooks and tutorials;
- Submit assignments and receive course grades;
- Chat, ask questions and share resources with both lecturers and learners on discussion forums.

1.2. This policy addresses the requirements of (i) QQI's suite of QA guidelines, (ii) QQI Assessment and Standards (revised 2013) and (iii) ESG. These regulations require that Institutions have in place and consistently apply pre-defined and published regulations covering all phases of the learner life cycle.

2. Scope.

2.1. This policy applies to all programmes at IICP College.

3. Purpose

3.1. This policy applies Codes of Practice and Codes of Conduct to IICP College's Virtual Learning Environment.

4. Roles and responsibilities.

4.1. The Academic Council is responsible for formally approving this policy and for overseeing its implementation and review.

4.2. The Registrar is responsible for taking appropriate action under this and related policies.

4.3. Learners are responsible for making themselves aware of their rights and responsibilities under this policy.

4.4. All faculty, staff and learners are responsible for upholding the principles of this policy, and for adhering to its procedures.

5. Policy

5.1. IICP College encourage learners to share resources and information through the Moodle pages and forums.

5.2. Learners are required to adhere to the Irish Copyright Licensing Agreement before posting. This is reproduced in Appendix 1.

5.3. Moodle must be used in a safe and secure manner and in accordance with IICP College Code of Conduct.

5.4. The following principles provide guidance in the appropriate use of Moodle:

- Be courteous, considerate, constructive, and encouraging when posting or responding to postings on the discussion forums;
- Do not post any commercial messages (e.g., items or services for sale);
- Do not post any messages which you would deem not suitable for a workplace environment, such as inappropriate jokes;
- Do not post any information or share any material protected by copyright (see appendix 1 for further information);
- When contacting lecturers via Moodle use subject headings that are descriptive and clearly related to the content in your message;
- Be mindful of your responsibility to uphold the dignity and respect of the individual, and ensure that you show sensitivity to cultural, religious, and racial differences;
- If you are unsure whether your post may be suitable for a discussion forum, discuss your concerns with an IICP College staff member or your lecturer before posting;
- Moodle must not be used for any illegal purposes, including but not limited to defamation, violation of intellectual property laws, or violation of criminal laws;
- Please realise IICP College staff have access to all content posted on Moodle and any breach of IICP's Codes of Conduct will be dealt with under the appropriate procedure;

- Please realise that IICP College retain the rights of any resources or material posted on Moodle.

6. Further Support.

6.1. If you have any queries relating to this IICP College Learner Copyright and Usage Policy for Moodle, please contact the Registry department.

6.2. If you have any technical queries relating your Moodle account or you require training on using Moodle, please contact IT support. This is available in the central office at student care time, or by phone through the main College phone number.

7. Supporting Documentation.



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