

VLE Acceptable Usage Policy & Procedures

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Please note that by making use of the Pates VLE (and associated systems) you are indicating your understanding of, agreement with and acceptance of all the conditions within this policy.

PLATO is the Virtual Learning Environment (VLE) used at Pate's Grammar School. 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.

PLATO 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 teacher and learners, such as:

- Content creation or upload;
- Lessons;
- Discussion forums;
- Assignments;
- Quizzes; and
- Monitoring of users' online activity in grade-books.

This VLE is integrated with the school's information management system (CMIS) database to enable the creation of accounts for enrolled students and their allocation to the appropriate study areas. Other software and web services may also be linked to provide an integrated learning environment for staff and students. The PLATO VLE is defined as the Pate's Grammar School implementation of the Moodle course management system and all other linked software tools for the support and delivery of teaching, learning and research at Pate's Grammar School. Hereafter it will be referred to as 'Pates VLE'.

Purpose of the Site Policy

The purpose of the Pates VLE Site Policy is to specify user responsibilities and to promote the appropriate use of the Pates VLE for the protection of all members of the school community. The Site Policy applies both within and out with school premises.

Site Policy

Please note that users include ad-hoc learners attending courses if permissible at the school.

Registration

- All pupils are automatically registered to use the Pates VLE via the CMIS database.
- All registered users must agree to the Pates VLE Site Policy and any other applicable school policies.
- ICT systems should only be accessed via the authorised account and password provided to you. You must not make these details available to any other person; you will be held responsible for any breach of this AUP performed through your account.

These Policies cover the whole period that the user is a member of the Moodle community at Pates School.

Your Responsibilities Using The Pates VLE

Please note that by making use of the Pates VLE (and associated systems) you are indicating your agreement with and acceptance of all the conditions within this policy.

Pate's Grammar School's ICT systems may be used by authorised members for any legal activity that is in furtherance of the aims and policies of Pate's Grammar School

Users of the Pates VLE must agree to:

1. Not use the Pates 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, or MyMoodle is acceptable.
2. Not use the Pates VLE for personal commercial use, for example marketing.
3. Not use the Pates VLE for uploading, storing, viewing or transmitting any material which is (or may be considered to be) defamatory, inflammatory, discriminatory, obscene, offensive, illegal, personal, sensitive or confidential.
4. Not misrepresent the school or bring it into disrepute in any way through the use of the Pates VLE.
5. Be responsible for moderating discussion forums which they may have created and participate in.
6. Always act in a professional manner. Be polite and courteous to others when using the Pates VLE. The Pates VLE is not to be used to bully, slander, or harass any other persons.
7. Not plagiarise (copy) in submitted postings or assignments.

8. Not breach the copyright of the school or any third party by copying from the Pates VLE without authorisation. Copyright of the course materials and content of the Pates VLE are owned or controlled by the school unless otherwise stated. Any copies of third party materials will be clearly labelled with warnings about any copyright restrictions.
9. Ensure that any copyright material reproduced and loaded onto Moodle conforms with the Copyright, Designs and Patents Act 1988 (as amended) or with any licence agreement held by the school, or has been made with the express permission of the rights holder. All reproductions must be fully acknowledged.
10. Any attempt to access the accounts of others or to circumvent the security measures in place on the ICT systems is in contravention of this policy, as is any use of a program designed for the purposes of hacking.
11. No user is permitted to download or install any software on the system without the prior authorisation of a member of the ICT support team.

Material not conforming to these requirements will be removed from the Pates VLE.

Your Responsibilities And Data Protection

Users of the Pates VLE must agree to:

- 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.
- To immediately change their password if they suspect it to be compromised.
- Keep physical access to the Pates VLE secure. For example, do not login to the Pates VLE and then leave your computer unattended.
- Not attempt to gain unauthorised access to any part of the Pates VLE.
- To report any discovery or suspicion of use of the VLE that contravenes any of the conditions of use in this document, whoever it might be perpetrated by or involve, including attempted or actual unauthorized access
- Not post material which contains viruses or other programs which may disrupt the school's systems.
- Not upload private, confidential or sensitive material unless this is authorised by school management.
- Keep their own data up-to-date and secure.
- Understand that Pate's Grammar School will not take responsibility for any loss of information, which has been posted on the Pates VLE, once users cease to be formally associated with the school.

Enforcement

Certain activities will be regarded very seriously by the school and are subject to severe penalties for users, including suspension of use of the Pates VLE. For staff such activities will be treated as gross misconduct under the Disciplinary and Capability Policy and for

students will be regarded as misconduct in the Academic Regulations.

These activities include deliberate interruption to the use of the Pates VLE; gaining or attempting to gain unauthorised access to any part of the Pates VLE or information stored therein; unauthorised disclosure of personal data; willful or reckless infringement of any intellectual property rights of the school 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.

Your Permission

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

The Pates VLE is hosted in the UK at Pate's Grammar School and supported by WebAnywhere. However, some aspects will be hosted by third parties under school contract. Pate's Grammar School and contracted third parties will deal with your personal data in accordance with the principles set out in the Data Protection Act 1998.

The school will monitor use of the facilities on the ICT systems. The school reserves the right to monitor network activity and examine the contents of files to such extent as is necessary to ensure compliance with this policy and other school policies. The school has the right to use information gained in this way to respond to misuse. Please note that the school network is continually monitored by automatic means for inappropriate content.

The Information We Will Collect About You

The school already collects this information at the time of student registration. The Pates VLE is integrated with the student records database (CMIS). The personal data collected will be adequate, relevant and not excessive for the purposes stated above.

Cookies

In order to use the Pates VLE you must have 'cookies enabled' on your web browser. By agreeing to this Data Protection Statement, you agree to allow certain information about you to be collected from the Pates VLE.

We collect your information by cookies. Cookies are small file structures used by the Pates VLE to 'request' information from the computer which you are using. This information is then returned to the Pates VLE and stored. The types of information we collect may include usage statistics, for example when users last logged into the system, when they accessed certain activities, or when they uploaded their assignments.

We use this information to help improve the Pates VLE services by ensuring that the material and content of the courses match with the users' requirement and also to make sure users are not having problems with access. The usage statistics are visible to the Pates VLE administrators and may be visible to your teachers.

Who Will Have Access To Your Information?

Fellow students on your course and authorised persons, for example external examiners, could have access to your name, Moodle email address, images and any discussion comments you make. You and your fellow students could be able to view each others' profiles. Only you (as a student) and your parents (as listed in CMIS) and authorised persons will have access to your assessment information.

Disclaimer

Please note that the Pates School reserves the right to remove, vary or amend any of the content which appears on the Pates VLE at any time and without prior notice. Please also note that the Pates VLE may contain links to other websites outside the school's control and that the school is not responsible for the content, suitability or accessibility of these sites.

The Governors of Pate's Grammar School reserve the right to amend this policy at any time. Such changes will become effective upon posting of the updated policy.

Procedures for dealing with non-compliance:

Senior Manager in charge of VLE: Russell Bowen, Assistant Headteacher.

If any user is found to have acted in any way that contravenes the above guidelines the following procedure will be put in place:

1. In the first case the VLE administrator will be informed and if the issue is concerned with technical issues a solution will be proposed to the senior manager in charge of the VLE, and implemented.
2. Issues of a non-technical nature will be escalated to the Senior Manager of the VLE, and if involving students, to the students' tutor and Head of Year. Students will be counseled by the pastoral team in school, and any appropriate sanctions will be put in place. If parents or school staff are involved the Senior Manager of the VLE will liaise with the affected persons. In all cases appropriate support, guidance and training may be put in place.
3. In more serious cases, sanctions such as restricting or removing access to the VLE and other school systems may be put in place on a temporary or permanent basis.
4. In the most serious of cases, other agencies may be informed or called in, including but not limited to Child Protection Services, Law Enforcement Agencies, Social Services and any other appropriate agencies.