

ACCEPTABLE USAGE OF ELEARNING ENVIRONMENT POLICY OPEN TRAINING COLLEGE

1. Introduction

The Open Training College's eLearning environment is made up of a variety of online resources that are known collectively as MyOTC. These elements include a Moodle virtual learning platform, Google educational products (Gmail, Google docs, Google drive, Google calendar) and Turnitin (plagiarism testing software). Through MyOTC, the College provides an area for teaching and learning.

Within MyOTC, various interactions can occur, namely student-student, student-tutor and tutor - student. These interactions can occur synchronously (through Google Hangouts) or asynchronously (through email, online discussion groups).

It is only through adherence to the *Acceptable Usage Policy* that we can ensure that our e-learning environments remain enjoyable and comfortable learning arenas, like any of the College's workshops, tutorials etc.

2. Purpose

The purpose of this policy is to ensure users are aware of 'acceptable use' of the e-learning environment as outlined by College and that opinions expressed on discussion boards, chat rooms and emails etc. are respectful to all participants and the agencies and service users they work with; and are the views of the individuals and not of the Open Training College or representing other people including employer/agency without their permission.

3. Scope

This Policy applies to all students of the College.

This Policy covers documentation of policy, procedures, and standards relating to:

- e-learning environment

4. Policy Statement

Student users must accept responsibility for all actions and content which they post within the Open Training College e-learning environment, noting that the following is unacceptable:

1. The posting or inclusion into assignment work of copyright/trademarked materials. (Work submitted for assessment will be verified for plagiarised material).
2. The disclosure of an individual's password for another student's use. (Students are responsible for all communications originating from their account).
3. The use of the name of an agency, a staff member from an agency, a service users name or any other person from an agency. Anonymity must be adhered to at all times.
4. Use of another student's account.
5. Use of inappropriate language i.e. language that is obscene, defamatory, threatening or offensive.
6. Posting of material that may encourage criminal conduct.
7. Anonymous postings to the discussion boards.
8. Transferring computer viruses or other codes that interfere with other users' use of the e-learning environment or their personal computers.
9. Emailing tutors / College with material that is not related to the programme e.g. jokes, circulars etc.

Students are requested to:

- Install virus-checking software onto their computer before they start their programme and undertake to keep this up to date. Free virus-checking software can be downloaded from the following site: <http://free.grisoft.com>
- Notify the College immediately if they identify a security problem on the system.
- Ensure that they put in place on their own personal PCs, adequate measures for backing-up their work
- Regard any email as a written formal letter or any online posting as a formal academic response. Any defamatory or careless remarks can have very serious consequences. The use of indecent, obscene, sexist, racist or other inappropriate remarks whether in written form, cartoon/gif/pictorial form or otherwise, is strictly prohibited
- Back up every assignment onto their hard drive and onto a removable disc for their own records
- Inform the College immediately by emailing the E learning Team at elarning@opentrainingcollege.com on receiving any offensive, unpleasant, harassing or intimidating message while studying within MyOTC.

Responsibilities and Guarantees of the Open Training College:

1. The Open Training College in consultation with their eLearning suppliers will try to ensure that there is minimum downtime on MyOTC.
2. Loss of data due to interruptions in the Internet service is not the responsibility of the Open Training College but that of the user's Internet service provider.
3. The Open Training College will not be responsible for the loss of data caused by a computer or electronic virus. It is the responsibility of the student to implement procedures for the backing up of data and virus checking.
4. The Open Training College reserves the right to monitor user activity, for quality assurance, learning improvement and security reasons.
5. The Open Training College reserves the right to review, move or delete materials at its own discretion, including postings to discussion boards, bulletin boards and chat rooms, which it considers to be in breach of the Acceptable Usage Policy.
6. The College reserves the right to monitor all online activity rigorously and will take action, including legal action, for any serious breach of this policy.
7. The Open Training College will not be responsible for links posted by users in its system.
8. No member of the Open Training College will knowingly give out a user's personal contact details without their permission.

5. Roles and Responsibilities

eLearning Team

eLearning Team is responsible for:

- Monitoring use of College IT Resources to ensure this Policy is not breached;
- Acting on breaches to this Policy and bringing any breaches to the attention of Head of eLearning.

Users

Each User is responsible for:

- Complying with this Policy and all other relevant policies and procedures;
- Ensuring all passwords assigned to them are kept confidential;
- Reporting all breaches of this Policy to College

6. Sanctions

Violation of the Acceptable Usage Policy may result in the termination of the student's right to access and use of the e-learning environment. Furthermore, other disciplinary actions may follow.

7. Related Documentation

Please note that certain additional standards and policies may supplement this Policy in particular circumstances and therefore they should be read in conjunction with this Policy and all Users should ensure they are compliant with them.

1. Risk Management Policy
2. GDPR Policy
3. Social Media policy

Policy Title:		Acceptable Usage Policy
OTC Policy No		1708
Version		2
Date approved: Sept 2018	Date policy will take effect: Sept 2018	Date of Next Review: Sept 2019
Approving Authority:		Academic Council
Document Owner/Contact:		Head of eLearning
Supporting documents, procedures & forms of this policy:		Social Media Policy Risk Management Policy GDPR Policy
Audience:		Public
Reference(s)		Criminal Damage Act, 1991 (particularly Section 5) http://www.irishstatutebook.ie/eli/1991/act/31/enacted/en/print#sec5 ; Data Protection Act, 2018 http://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/print.html ; Child Trafficking and Pornography Act, 1998 http://www.irishstatutebook.ie/pdf/2000/en.act.2000.0028.pdf ; Copyright and Related Rights Act, 2000 http://www.irishstatutebook.ie/pdf/2000/en.act.2000.0028.pdf ; Health and Safety Act (2005) https://www.hsa.ie/eng/Legislation/Acts/Safety_Health_and_Welfare_at_Work/SI_No_10_of_2005.pdf ; Intellectual Property Miscellaneous Provisions Act (1998) http://www.irishstatutebook.ie/1998/en/act/pub/0028/index.html