

LMS USER POLICY

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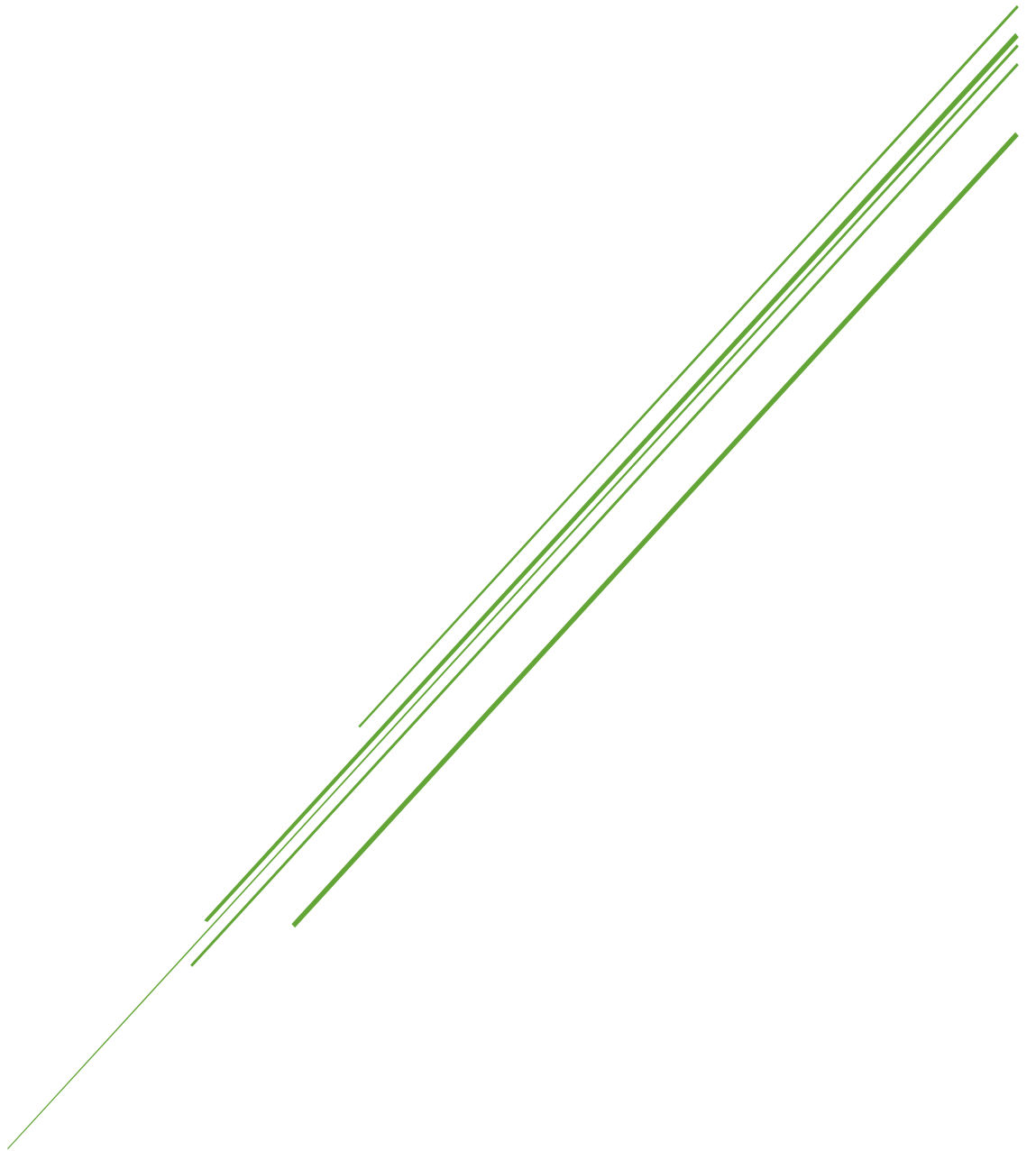


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1- Introduction

The computing and telecommunication networks, computing equipment and computing resources are owned by GSA and are provided to support the academic and administrative functions of the Academy. To assist GSA in maintaining compliance with applicable policy, procedures, and law, this policy addresses important considerations in the use of Learning Management Systems at the Academy.

This policy is intended to cover any LMS for which a separate, approved LMS policy does not exist. All LMS-specific use policies must be consistent with this Learning Management System Use Policy. Additional rules and regulations may be adopted by academic and administrative units to meet specific administrative or academic needs. Such additional requirements must be in compliance with applicable laws.

1.1 Scope

This policy applies to all faculty, staff, learners, and others who use an LMS. For the purposes of this policy, an LMS is defined as:

A software for delivering, tracking, and managing course instruction that contains personal learner data (e.g., name, ID number, email address), regardless of how these data are populated in the LMS. The "managing unit" is defined as the administrative representative, department or division vested with the day-to-day operations of the LMS.

2- Policy

Data Governance

Managing units must receive the approval of the Management Committee for use of LMS prior to implementation. Data brought into or created within the LMS application will be the responsibility of the Management.

2.1 LMS Use, Operations and Security

All users of LMS must authenticate with unique user credentials. To the extent possible, authentication should be provided using separate and secure login and password data.

All users of LMS must not use the system for purposes other than affiliated activities.

The University is not responsible for the accuracy, integrity, and/or legality of the content uploaded to LMS.

2.2 User management and access

All users of LMS must access the system through a designated account.

The managing unit(s) of the system shall disable access or remove users for inappropriate behavior.

2.3 Access to LMS

LMS managing unit shall restrict course accounts and individual file uploads to a size that permits archiving.

Courses shall be retained on LMS for two academic years.

The managing unit does not have responsibility for reviewing course content.

The managing unit shall remove illegal content or content that is in violation of GSS/GSA policies or contractual agreements from a course account if requested by the instructor of

record or other appropriate official. While information in LMS is confidential, LMS is not the official record of course grades.

2.4 Organization management and access

The total number of organization accounts shall be restricted to allow for the adequate functioning of the system.

The managing unit(s) shall remove illegal content or content that is in violation of policies or contractual agreements from an organizational account by request of the organisation management.

2.5 Support and Training

The managing unit shall designate technical support to assist with LMS support and training for staff and learners.

The managing unit(s) shall support leaders of organisation accounts.

2.6 System Maintenance, Outages, Upgrades

The managing unit(s) shall notify users of any planned outages of LMS. Notification of any unplanned outages shall be at the discretion of the managing unit(s). The level of notice for planned outages will be determined by the estimated downtime of the system.

Staff should consider planned outages when scheduling assignments and tests, and unplanned outages when such outages interfere with the timely completion of learner coursework.

The managing unit(s) shall be responsible for deploying new features to LMS.

3- Enforcement

The managing unit will enforce and establish standards, procedures, and protocols in support of the policy.

Any violation of this policy by staff is "misconduct and "unacceptable personal conduct" including any appeal rights stated therein.

Violations of law may also be referred for criminal or civil prosecution.

The managing unit has the authority to remove or disable access to LMS without notification in the event of law violation or systems compromise involving restricted data as defined by the Data Classification Policy.

4- Review

The HR will periodically review this policy after 12 months.

5- Exceptions

Exceptions to this policy may be requested in writing, summarising the nature and the reason for the exception. Such requests will be directed to the head Office.

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