



South Molton Community College

VLE Acceptable Usage Policy

Created August 2009

Date adopted by the Governing Body: 19th October 2009

Date for review: October 2012



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The Virtual Learning Environment (VLE) has been developed to provide a wide range of activities, support material and access to learning facilities in a safe and monitored online environment. Staff will be responsible for the development, upgrading and updating of course content. It is important to remember that materials for use on the VLE are in addition to and do not replace those available in the classroom.

A VLE will encourage pupils to engage in valuable collaborative learning experiences and also receive online support from teachers.

This policy also encompasses conditions laid down in the ICT acceptable usage policy.

STAFF

All staff will have the opportunity to gain the necessary knowledge to monitor every pupil's use of the VLE. They will also be given the knowledge to devise appropriate courses for use on the VLE and will also be given technical support to transfer that information onto their VLE space. Staff members are made aware that the school routinely tracks and records discussions forums and chat facilities within the VLE.

PUPILS

All pupils will have the opportunity, should they be given it, to communicate with other pupils, teachers or other schools if the given activity allows it. They will be able to engage in online learning activities including games and quizzes for the purpose of assessments within the structure of the VLE. This valuable use of the VLE will develop their competence in ICT skills and also enhance their general research skills.

Pupils are made aware that the school routinely tracks and records discussions forums and chat facilities within the VLE.

SECURITY

Each individual, staff member or pupil, is responsible for the security and use of their username and password.

CONDITIONS OF USE

Acceptable use

- Respect other people's views and beliefs
- Only post comments which are appropriate for that particular discussion
- Users are expected to use the VLE in a responsible manner.
- Be polite – never send or encourage others to send abusive messages

Unacceptable use

- Post anything abusive, obscene or otherwise illegal
- Post any personal or private information on yourself or any individual
- Copy or forward messages without permission
- Include any material which is confidential or copyrighted unless you have first obtained permission
- Post any advertising or promotional material
- Behave in an impolite or offensive manner
- Post material which contains viruses or other programs which may disrupt the school's systems.
- Use the VLE in such a way that disrupts the use of the VLE by other users
- Download software or other files without permission
- Use another users password or allow other users to use their password
- Communicate to others any information which may result in the loss or damage to anyone else's work
- Retrieve, send, copy or display offensive information
- Upload or use malicious code in any form within the VLE
- Search out or use security threats as this may constitute an illegal attempt to gain access to the VLE

SERVICES

The school will not be responsible for any damages suffered whilst on the system. These damages include loss of data due to users errors or omissions.

NETWORK SECURITY

Users are expected to inform the network manager immediately a security problem is identified. Do not demonstrate the problem to others users.

MEDIA PUBLICATIONS

Written permission for parents/guardians will be obtained before photographs of pupils are published. This includes the school website, VLE and Merlin.

COMMUNICATING THE SCHOOL'S ACCEPTABLE USAGE POLICY

Informing Students

'Code of Practise' posters are displayed near all networked computer systems.

Acceptable use is also displayed on each computer terminal prior to initial login. By clicking OK to this message will confirm that the user will accept the terms of this policy.

Informing Staff

Acceptable use is also displayed on each computer terminal prior to initial login. By clicking OK to this message will confirm that the user will accept the

terms of this policy. Each new member of staff is given a copy of acceptable usage guidelines when be given access to the network.

Informing parents/guardians

Parents' attention will be drawn to the school acceptable usage policy on the school website. The school is happy to give parents advice if they have any concerns about the home use of computers for accessing any course information, discussions forums, chat facilities or any messaging facilities hosted in the VLE.