INTRODUCTION

The WCSM Moodle is the Virtual Learning Environment (VLE) used by the Worshipful Company of Spectacle Makers’ Education Trust. It is based on the Moodle 'Course Management System' (http://www.moodle.org), a free open source software package designed to help educators create online learning communities. Moodle is distributed under the GNU General Public License.

The WCSM Education Trust runs preparatory training courses for non-regulated staff within the optical sector wishing to sit the examinations leading to one or other of the WCSM Awarding Body’s nationally accredited qualifications.

The WCSM Moodle provides a range of features for the delivery and administration of teaching and learning activities, the support of both tutors and students and interaction between them. Its features include:

· Content handbooks.

- Assignments.

- Discussion forums and chat rooms for tutors and students.

- Monitoring of users' online activity.

"The WCSM Moodle VLE” is defined as the WCSM implementation of the Moodle course management system and all other linked software tools for the support and delivery of WCSM Education Trust courses for non-regulated staff working in the optical sector. Hereafter it will be referred to as 'WCSM VLE’. It is integrated with the WCSM Office’s student database to enable the creation of accounts for those who enrol on a course and their allocation to the appropriate study areas. It may also be linked into other software and web services to provide an integrated learning environment for tutors and students.

PURPOSE OF THE SITE POLICY

The purpose of the WCSM VLE site policy is to specify user responsibilities, and to promote the appropriate use of the WCSM VLE for the protection of all users.
SITE POLICY

Registration

· All users must register to use the WCSM VLE.

· All registered users must agree to abide by its site policy, which covers the whole period that the user is involved with the WCSM as either tutor or student.

· On registration, users must also give their consent to WCSM's processing of their personal data via the WCSM VLE, and acknowledge the Company’s Data Protection Statement (see below).

User Responsibilities

Users of the WCSM VLE must agree that they will:

a) Not use the WCSM VLE for anything other than for completion of one or other of the WCSM Education Trust’s courses.

b) Not use the WCSM VLE for personal commercial use, for example marketing.

c) Not use the WCSM VLE for uploading, storing, viewing or transmitting any material which is (or may be considered to be) defamatory, inflammatory, discriminatory, obscene or offensive.

d) Not misrepresent the Company, or bring it into disrepute in any way through the use of the WCSM VLE.

e) Always act in a professional manner, and be polite and courteous to others when using the WCSM VLE. The WCSM VLE is not to be used to libel, slander, or harass any other person.

f) Not plagiarise when submitting course work.


g) Not breach the copyright of the Company or any third party by copying from the WCSM VLE without authorisation. Copyright of the course materials and content of the WCSM VLE is owned or controlled by the WCSM Education Trust unless otherwise stated. Third party material loaded on to the VLE will be clearly labelled with warnings about copyright restrictions.

h) Ensure that any copyright material reproduced and loaded onto Moodle conforms with the Copyright, Designs and Patents Act 1988 (as amended) (clickable link to http://www.ipo.gov.uk/cdpact1988.pdf), or has been so reproduced and loaded with the express permission of the rights holder. All reproductions must be fully acknowledged. Material not conforming to these requirements will be removed from Moodle.

i) Safeguard their own username and password. and not share either with anyone else.

j) Not use the username and password of other users.
k) Keep physical access to the WCSM VLE secure and not, for example, log in to the site and then leave their computer unattended.

l) Not attempt to gain access to any unauthorised part of the WCSM VLE.

m) Not post material which contains viruses or other programs which may disrupt the WCSM’s IT systems.

n) Not upload private, confidential or sensitive material unless this is authorised.

o) Keep their own data up-to-date and secure.

p) Accept that the WCSM will not take responsibility for any loss of information which has been posted on the WCSM VLE, once they cease to be formally associated with the Company.

**Enforcement**

Any breach of the site policy will be regarded very seriously by the WCSM and be subject to severe penalties, including suspension of use of the WCSM VLE.

The following will not be tolerated:

- deliberate interruption to the use of the WCSM VLE.
- gaining or attempting to gain unauthorised access to any part of the WCSM VLE or information stored therein.
- unauthorised disclosure of personal data.
- wilful or reckless infringement of any intellectual property rights of the Education Trust or third parties.
- viewing, transmitting or storing any material which is (or may be considered to be) defamatory, inflammatory, discriminatory, obscene or offensive.

*In this regard, all users are warned that the WCSM Administrator maintains a close watch over the use made of the VLE and will able to detect and react to any breach of these undertakings immediately.*
WCSM VLE DATA PROTECTION STATEMENT

User Permission

By agreeing to the following Data Protection Statement, users are giving the WCSM permission to process their personal data via the WCSM VLE for the purposes of teaching and learning. The Company will also process such data as part of the administration of the teaching and learning process.

The WCSM VLE is hosted in the UK by a third party under contract to the WCSM. The WCSM and contracted third parties will deal with users’ personal data in accordance with the principles set out in the Data Protection Act 1998.

Information that will be collected.

When users register with the WCSM VLE, the WCSM will collect their names, personal or business email address and contact address. The loading of any additional personal information will be entirely at users’ discretion.

The WCSM will only collect such data as it needs to administer and run its Education Trust’s training courses.

Cookies

In order to use the WCSM VLE users must have 'cookies enabled' on their web browser. By agreeing to this Data Protection Statement, they agree to allow certain information about themselves to be collected from the WCSM VLE.

The WCSM will collect information by “cookies”, which are small file structures that allow the WCSM VLE to ‘request’ information from users’ computers. That information is then returned to the WCSM VLE and stored, and will include usage statistics, such as when users last logged into the system, when they accessed certain activities, or when they uploaded their assignments. This will enable the WCSM to ensure that users are not having problems with access, and that the WCSM VLE contains material that meets users' requirements.

Who will have access to users’ personal information?

Fellow students on the same course and authorised persons, for example external examiners and supervisors, will have access to a user’s name, email address, photograph and any discussion comments that they make. Users and their fellow students will also be able to view each others’ profiles.

The usage statistics will be visible to the WCSM’s Administrator, and may be made visible to course tutors and, if necessary, a user’s employer who is funding that user’s training.

Apart from the Administrator, only the individual user and his or her tutor and assessor will have access to assessment information.


Disclaimer

All users are asked to note that the WCSM reserves the right to remove, vary or amend any of the content which appears on the WCSM VLE at any time and without prior notice.

They should also note that the WCSM VLE may contain links to other websites outside the Company's control, as for example where a tutor draws students’ attention to details of the latest developments in optical practice and/or in vision science, and that the Company is not responsible for the content or accessibility of those sites.