

Moodle code of conduct

Introduction

All registered users on the Moodle VLE are required to sign up to the code of conduct when they log on for the first time. They must accept the conditions set out below in order to access any material.

If you have any questions about these conditions, please contact your VLE college administrator.

Please note these conditions apply to the whole duration of your course.

If you breach any of these conditions, the University may regard this as misconduct. In appropriate cases the University will deal with such breaches under the University's Code of Student Discipline set out in [Ordinance 17 \(http://www.london.ac.uk/977.html\)](http://www.london.ac.uk/977.html) on University of London website [external link].

Security

Each individual is responsible for the security and use of their Username and password. You are not allowed to use the account, Username or password of any other user. You must not disclose your Username or password to anyone else.

Communication

When using the VLE's communication facilities you must:

- Respect other people's views and beliefs.
- Only post comments which are appropriate to the particular discussion.
- Remember that you are conversing with real people and not with a screen name in cyberspace.

This will enable you to enjoy your interaction with fellow students and your tutors in a friendly and intellectually stimulating environment.

By contributing postings to any forum within the VLE you are granting a licence to the University of London and your College to reproduce the content of your posting, and you are also granting a licence to other users to download or copy the content in accordance with these conditions.

When using the VLE's communication facilities YOU MUST NOT:

- Post anything abusive, defamatory, obscene or otherwise illegal.
- Copy or forward e-mail or any other private messages without permission.
- Include material which is confidential or the copyright of which is owned by someone else, unless you have first obtained permission.
- Post material which contains viruses or other programs which may disrupt the University's systems.

- Post any advertising or promotional material.
- Behave in an impolite or offensive manner.

The University of London reserves the right to remove, vary or amend any of the content which appears on the VLE at any time and without prior notice.

When submitting postings or assignments within the VLE you must give due acknowledgement for material quoted from other sources, both within the VLE and elsewhere. Further details on this subject can be found in the regulations and/or handbook for your course.

In using the VLE you agree to comply with the terms of the [Joint Academic Network \(JANET\) Acceptable Use Policy](http://www.ja.net/services/publications/policy/aup.html) (<http://www.ja.net/services/publications/policy/aup.html>) [external link].

Copyright

Copyright of the study material and all other content of this VLE are owned or controlled by the University of London.

You are permitted to view, copy, and print documents within this VLE subject to your agreement that:

- Your use of the material is for your own personal information, and for non-commercial purposes only.
- You will not modify the documents or graphics in any form or manner.
- You will not copy or distribute graphics separately from their accompanying text and you will not quote materials out of their context.

Information we collect

In order to use the VLE you must have 'cookies enabled' on your web browser. By accepting these conditions you agree to allow certain information about you to be collected from the VLE (see below).

We collect your information by cookies. Cookies are small file structures used by your VLE to 'request' information from the computer you are using. This information is then returned to the VLE and stored. The types of information we collect may include usage statistics e.g. 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 VLE services by ensuring that the material and content of the courses accord with the users' requirement and also to make sure users are not having problems with access.

The usage statistics are visible to the VLE administrators and may be visible to your course tutors.

Data Protection

The University of London will deal with your personal data in accordance with the principles set out in the Data Protection Act.

In general, any personal information which you provide to the University of London will only be used within the University of London and by its service providers and will not be disclosed to any other person. However we may share information such as your username and password/email address with your College for purposes connected with your course and your use of the VLE. Colleges may require this information to deal with student queries such as password reminders and to provide notification that a particular service has been suspended for maintenance.

By accepting these conditions you are giving your consent to the University of London and your College to process your personal data for the purposes described in the preceding paragraph.

Disclaimer

Whilst the University of London will endeavour to ensure that this VLE site is normally available 24 hours a day, the University will not be liable if for any reason the site is unavailable at any time or for any period. Access to this site may be suspended temporarily and without notice in circumstances of system failure, maintenance or repair or for reasons beyond the control of the University of London.

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