VIRTUAL LEARNING ENVIRONMENT (VLE) MOODLE
ACCEPTABLE USE POLICY

1. The Moodle Virtual Learning Environment provides limitless opportunities for personal development and access to important information. Misuse of this resource could have serious legal implications for users and for the Sheldrake Training. Users agree to be bound by these terms, which shall take effect immediately upon first use. If users of the VLE wish to continue to use the platform they must agree to abide by the rules outlined within this policy.

2. Users of the VLE may not access, distribute or place on Sheldrake Training Moodle any material that:

   a. Is illegal in the UK or any of the designated areas.

   b. Is offensive, obscene or excessively violent (this could lead to criminal prosecution).

   c. Aims to encourage discrimination on the grounds of gender, sexual orientation, religion, or ethnic origin.

   d. Encourages or facilitates illegal activities, such as those relating to drugs, terrorism, computer hacking and credit card fraud.

   e. Is in breach of copyright owners' statutory rights (members of the Sheldrake Training should not use the Internet to plagiarize the work of others or post any content including images without the permission of the owner/correct licenses). Non-original content must be correctly attributed.

   f. E-mail, messaging, blogging or chat must not be used to harass, intimidate, or otherwise annoy another person.

3. Access to Moodle material is controlled by permissions, users should never login using the details of another user.

4. Sheldrake Training accepts no liability for lost or corrupt data that has been stored on Moodle by staff or learners. Staff should ensure that they have copied any submitted assignments, feedback, grades, forum posts, quiz scores, etc. that they need to keep as evidence.

Practice Guidelines

5. The following practice guidelines must be adhered to:

a. Always log out at the end of each VLE session.

b. Comply with any future and current legislation with regard to internet usage.

c. All work submitted electronically by Moodle users should be your own. Copying others' work, cheating, collusion, plagiarism and attempting to obtain unfair assessment advantages are in violation of the Sheldrake Training policies.

d. Use of Moodle must be for the purpose of teaching, training, research, coursework, associated administration or other authorised use.

e. If an area on Moodle is protected by an Enrolment Key (a password required to gain access) that is set by the lecturer or supervisor learners should never disclose the enrolment key to allow access by an unauthorised user.

f. Users should never attempt to access any protected Moodle area unless they are a member of the course and have been given permission to do so by the course lecturer or supervisor.

Version Control	
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