

## **BVNA Moodle Site Usage Policy**

These conditions apply to all users of the moodle site, including but not limited to, all members of staff, BVNA representatives, course delegates, associates, visitors, temporary users and any other user.

### **General**

You are responsible for all use of your username. You should not make your username or password available to anyone else nor should you use any other person's username.

You must not carry out any action that shall or may interfere with the normal working of the virtual learning site or may interfere with or disrupt other users' use of the site or access, corrupt or modify any other user's data without their consent.

You must not deliberately introduce a virus, worm, Trojan horse, Spyware, or other similar code nor take any action to prevent, or reduce the effectiveness of, any anti-virus or other malicious software detection established by the BVNA.

You should, if unsure raise any queries on whether specific activities on Moodle is permitted with the BVNA office before commencing.

You may in some circumstances be permitted to upload assignment work or images. However you must not upload or install any software onto the site.

### **Legal Requirements and Prohibited Uses**

You must not use the BVNA Moodle site in any way that could expose you or the BVNA to any criminal or civil liability.

You must use the moodle site in accordance with the following:

- Discrimination and harassment - you must not create, distribute or store material that is unlawfully discriminatory, including on the grounds of age, sex, sexual orientation, race, disability or religion; that is likely to cause harassment, alarm or distress or may incite any form of violence or hatred.
- Material and content - do not use third party text, images, sounds, trademarks and logos in materials such as documents and web pages without the consent of the rights holder.
- Offensive material - you must not use the moodle site to access, store or distribute material that is obscene, indecent or pornographic. If it is suspected that you have accessed material that might give rise to criminal liability, we may notify the police.
- Site misuse - unauthorised access to accounts (including stealing or misusing a password), and all forms of hacking are prohibited, and may be an offence under the Computer Misuse Act 1990.
- Defamation - you should take care to avoid content which may be defamatory.

### **Consideration for other IT users**

You must show consideration for other users of the online environment. It is expected that you will contribute to any online discussions or communications in a professional manner at all times whilst taking into consideration the professional code of conduct and this terms of use policy.

### **BVNA responsibility**

BVNA have a responsibility to ensure that all data processed or held by the BVNA, is stored, processed and backed up in an appropriate manner. Personal data will be held and processed in accordance with the Data Protection Act 1998.

### **Monitoring**

The BVNA undertakes some routine monitoring of delegate activity. This is in relation to course progression, assignment grades (if applicable) and contribution to moodle pages (via wiki, forums and others).

The BVNA reserves the right to monitor your use of moodle and other online content accessed:

- to protect the site against viruses, hackers and other malicious attack;
- to assist in the investigation of breaches of the above stated conditions of use
- to prevent or detect crime or other unauthorised use
- when legally required to do so, for example as part of a police investigation or by order of a court of law

### **Disciplinary regulations and enforcement**

If you use the moodle site in breach of these Conditions of Use, the BVNA may take disciplinary action (with regards to your role in relation to the association or as a delegate studying on a course). If there is any breach in the professional code of conduct the appropriate action will be taken and the professional body may be notified.

Where an allegation has been made against a delegate/staff member/BVNA representative for any site misuse or assessment breach in BVNA courses, the BVNA shall have the right to inspect and take copies of any material held in the name of the delegate on any of the online content that might provide evidence for or against the allegation<sup>7</sup>.

Where an alleged breach of the Conditions of Use is brought to the attention of BVNA, all reasonable measures will be taken to investigate whether the allegation is justified and, if so, the necessary steps will be taken to prevent further abuse. This may involve inspecting the contents of a user's files or stored content. Inspection and copying of a user's files shall only be undertaken if authorised by the BVNA Association Manger, or a serving officer of the BVNA council (as director of the BVNA). All reasonable efforts shall be made to avoid inspection of files not connected with the relevant allegations, and such files will be copied only if the BVNA Association Manger or a serving officer of the BVNA council is satisfied that such a step is unavoidable.

If a complaint or allegation is received your account may be immediately suspended for investigation. Wherever possible, users will be notified of such suspension. Penalties for breach of these Conditions of Use may include temporary or long-term suspension of your access to

site and/or other disciplinary penalties up to and including removal from the course and prevention of further study with the association.

### **Working practices**

Owing to the nature of IT systems, software and the internet, BVNA cannot guarantee the continuous availability of the moodle site and/or the data saved within the moodle site.

You should save your work regularly, and take frequent backups of data either in hard copy form, or to removable media, which should be stored securely.

Whilst the BVNA has IT security systems in place, we cannot guarantee that these will prevent every attempt to access confidential or restricted data. You must ensure that confidential material is password-protected and/or encrypted as appropriate to prevent unauthorised access by third parties.

### **Data**

By accepting this site usage policy, you agree that from time to time, sponsors may contact you in regards to their products or services.