

Virtual Learning Environment Policy

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Purpose	This is the Institute Virtual Learning Environment (VLE) Policy. It outlines for students and staff the policy for the use, management, support, and operation of the VLE.
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Who needs to know about this document	All Faculty staff and all students
Revision History	Version 1
Policy Author	Office of the Registrar
Policy Owner	Office of the Registrar

Context

IADT's mission is to continue to specialise in creativity and innovation as expressed in the arts, technology, entrepreneurship, and work with learners and stakeholders as partners to develop graduates who are innovative, creative, entrepreneurial and adaptable, and who are ready to meet the challenges of a digital age.

Our aim is to ensure that students have adequate and readily accessible learning resources, module information and activities available to them through the IADT Virtual Learning Environment (VLE). Blackboard is the IADT VLE, which provides course administration, distribution of course materials, collaboration, teaching, learning and assessment support.

All undergraduate and postgraduate programmes offered by IADT will have their own site on the institute VLE.

Purpose

IADT's Virtual Learning Environment (VLE) should facilitate enhancement of the student learning experience by providing each student with ongoing access to module information, activities and learning resources outside formal timetables and class time. IADT supports the further development of innovative teaching practices through engagement with the VLE. The purpose of this document is to provide students and staff members with guidelines and procedures related to the use, management, support, and operation of the VLE.

Users

Student users

Students registered on a programme are automatically granted access to the VLE and will receive access to relevant programme modules and associated resources and materials. It is also possible for students to request access to self-enrol on a module and the lecturer can grant access.

Teaching Staff

The VLE administrator assigns access to the staff member nominated by the Head of Department (HOD) as the 'Module Instructor'. The VLE Administrator also provides access for the HOD to all modules on their department programmes.

Module Instructors are responsible for providing access for other staff members relevant to the course or module.

All Teaching staff are responsible for the following:-

- Uploading and maintaining content provided in their modules.

- Showing their students how to use the VLE in their modules.
- Archiving their course sites for future use and backup purposes. It is recommended that a course does not exceed 500 megabytes in size.
- Maintaining backups of their Grade Centre data (where this feature is used).
- Ensuring retention of data complies with the Institutes Record Management Policy and Record Retention schedule.

Support Staff

Support staff will be assigned access to the VLE to set up programmes relevant to their area.

The VLE Administrator will assign access to the staff member who requests instructor access to a particular module on the VLE. This individual is then identified as the 'Module Instructor' and will be responsible for the following:

- Providing access as appropriate for other staff members relevant to the course or module
- Uploading and maintaining content provided in their modules.
- Showing their students how to use the VLE in their modules.
- Archiving their course sites for future use and backup purposes. It is recommended that a course does not exceed 500 megabytes in size.
- Ensuring retention of data is in line with the Institutes Record Management Policy and Record Retention schedule.

External Guests

IADT is entitled to assign a limited number of accounts to non-staff or student member e.g. External Examiners. The VLE Administrator provides access for these accounts at the request of the relevant Head of Department. It is the responsibility of the Faculty to ensure these individuals are familiar with the VLE Policy which is available to all users on the IADT website.

Information and Data Compliance

- All VLE users must adhere to GDPR Principles when processing personal data. Information about GDPR compliance is available on the IADT website.
- All user of the VLE must comply with the IADT ICT Acceptable/Appropriate Usage Policy and the IADT Equal Opportunities policy
- All users must comply with relevant copyright legislation

- Users are required to keep User Ids and passwords confidential
- When using communications facilities users must only post comments, which are appropriate to the current discussion. Abusive, defamatory or offensive materials or posts will not be permitted and may be subject to disciplinary action.