

# Digital Academy VLE Site Policy

July 2020 (last updated August 2023)

This policy has been created in line with the Trust's general Privacy Notice <https://tavistockandportman.nhs.uk/about-us/contact-us/about-this-website/privacy-and-your-data>.

## Purpose of the Site Policy

The purpose of this document is to:

- specify user responsibilities;
- promote the appropriate use of the Trust VLE for the protection of all members of the Trust community.

The Site Policy applies both within and external to Trust premises.

Please note that users include ad hoc learners attending short courses at the Trust.

## Trust platforms

- *DA Moodle* is the Virtual Learning Environment ('VLE') used at the Digital Academy Tavistock and Portman NHS Foundation Trust ('the Trust'). It is based on the open source Moodle platform (<http://www.moodle.org>). Moodle is distributed under the GNU General Public License. Our Moodle installation is externally hosted by OpenLMS. (<https://ethinkeducation.com/uk/>), a specialist elearning vendor with data centres based in the UK.
- *Shibboleth* is the authentication platform that enables the creation of accounts for enrolled students and their allocation to the appropriate study areas within Moodle. The Trust's Shibboleth platform is externally managed by Overt Software Solutions (<https://www.overtsoftware.com>), which has data centres based in the UK.

## Registration

All users must register to use the Trust's VLE.

All registered DA Moodle users must agree to the Trust's:

- DA VLE Site Policy
- DA VLE Privacy Policy
- DA VLE Cookies Notice
- DA VLE Third-party Notice

Other Trust policies may also be applicable, such as the IT Security Policy.

These Policies cover the whole period that the user is a member of the DA Moodle community at the Trust.

On registration, users must give their consent to the Trust's processing of their personal data via the DA VLE and to acknowledge the Trust's Privacy Notice (<https://tavistockandportman.nhs.uk/about-us/contact-us/about-this-website/privacy-and-your-data>).

### Use of DA Moodle

Users of the Trust's DA VLE agree to the following:

- a) The Trust DA VLE must not be used for anything else other than for the purposes of training, education and research. However, incidental personal use, for example via the DA Moodle social forums, is acceptable.
- b) The Trust DA VLE must not be used for personal commercial use, for example marketing.
- c) The Trust DA VLE must not be used for uploading, storing, viewing or transmitting any material which is (or may be considered to be) defamatory, inflammatory, discriminatory, obscene or offensive.
- d) Users must not misrepresent the Trust or bring it into disrepute in any way through the use of the Trust DA VLE.
- e) Users must be responsible for moderating discussion forums which they may have created.
- f) Users must always act in a professional manner. Be polite and courteous to others when using the Trust DA VLE and follow the established norms of netiquette ([http://en.wikipedia.org/wiki/Etiquette\\_in\\_technology](http://en.wikipedia.org/wiki/Etiquette_in_technology)). The Trust DA VLE is not to be used to libel, slander, or harass any other persons.
- g) Users agree not to plagiarise in submitted postings or assignments.
- h) Users must not breach the copyright of the Trust or any third party by copying from the Trust DA VLE without authorisation. Copyright of the course materials and content of the Trust DA VLE are owned or controlled by the Trust unless otherwise stated. Any copies of third party materials will be clearly labelled with warnings about any copyright restrictions.
- i) Users must ensure that any copyright material reproduced and loaded onto DA Moodle conforms with the Copyright, Designs and Patents Act 1988 (as amended) (<http://www.ipo.gov.uk/cdpact1988.pdf>) or with any licence agreement held by the Trust, or has been made 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.

### Information governance and access

Users of the Trust DA VLE must agree to:

- j) Look after their own username and password. Do not share your password with anyone else and do not use the username and password of other users.
- k) Keep physical access to the Trust DA VLE secure. For example, do not login to the Trust DA VLE and then leave your computer unattended (please note, cookies stored on your computer will keep you logged on until you close your browser or clear your cache).
- l) Not attempt to gain unauthorised access to any part of the Trust DA VLE.

- m) Not post material which contains viruses or other programs which may disrupt the Trust's systems.
- n) Not upload private, confidential or sensitive material unless this is authorised.
- o) Not upload or post patient identifiable data.
- p) Keep their own data up-to-date and secure.
- q) Understand that the Trust will not take responsibility for any loss of information, which has been posted on the Trust DA VLE, once users cease to be formally associated with the Trust.
- r) Understand that access to learning materials from previous years of study within the Trust DA VLE may be restricted.

### **Contact through DA Moodle**

As a DA Moodle account holder, you will sometimes receive emailed postings to your registered email account. These course-related emailed postings will be generated in the forums by other students or your tutor.

You will also receive emailed postings from the site-wide forum. These postings usually concern upcoming events or changes that you need to be made aware of. You can choose not to subscribe to these site wide postings through your preferences.

### **Enforcement**

Certain activities will be regarded very seriously by the Trust and are subject to severe penalties for users, including suspension of use of the Trust DA VLE.

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

### **Disclaimer**

Please note that the Trust reserves the right to remove, vary or amend any of the content which appears on the Trust VLE at any time and without prior notice.

Please also note that the Trust VLE may contain links to other websites outside the Trust's control and that the Trust is not responsible for the content or accessibility of these sites.

Digital Academy  
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