

Learning Management System Policy

Purpose

The purpose of this policy is to establish guidelines and procedures for the use of the Learning Management System at ICAT. This policy aims to ensure the effective utilisation of the LMS, promote consistency in course delivery, and maintain data security and privacy.

Scope

This policy applies to all faculty, staff, and students of ICAT who utilise the LMS for teaching, learning, and administrative purposes.

Related Policies

This policy should be read in conjunction with these relevant policies:

- Student Record Management Policy

Principles

Access and User Accounts

1. Account Creation
 - a. ICAT shall provide faculty, staff, and students user accounts for accessing the LMS.
 - b. Account creation and management shall adhere to established procedures, including user identity verification and appropriate access levels based on user roles.
2. User Responsibilities
 - a. Users are responsible for maintaining the security and confidentiality of their LMS accounts. They shall not share their account credentials or misuse other users' accounts. Users must promptly report any unauthorised access or suspected security breaches to the appropriate senior administrative officer.

Unit/Course Administration

1. Unit/Course Creation and Enrolment
 - a. Authorized faculty and staff shall create and manage units/courses on the LMS. Units/Courses shall be created following established guidelines and templates, ensuring consistency in course structure and organization.

Students shall be enrolled in units/courses based on their academic program or course selection.

2. Course Content and Materials
 - a. Faculty members are responsible for creating and updating course content and materials on the LMS. They shall ensure that the content is accurate, relevant, and aligned with the course objectives. Copyright and intellectual property rights shall be respected when incorporating third-party materials.
3. Course Communication and Interaction
 1. The LMS shall be used to communicate and interact between faculty and students. Faculty members shall utilise the LMS's communication tools, such as discussion forums, messaging, and announcements, to facilitate engagement and collaboration among course participants.

Data Privacy and Security

1. Data Handling and Storage
 - a. ICAT shall adhere to applicable data protection and privacy laws in handling and storing user data on the LMS. Personally identifiable information and sensitive data shall be collected, stored, and processed securely and comply with privacy regulations.
2. Data Access and Permissions
 - a. Access to user data on the LMS shall be granted based on the principle of least privilege.
 - b. Users shall only have access to data necessary for their roles and responsibilities.
 - c. Confidential and sensitive data shall be restricted to authorised personnel and protected through appropriate security measures.
3. Data Backup and Recovery
 - a. ICAT shall implement regular data backup procedures to ensure the integrity and availability of the LMS data. Backup copies shall be securely stored and easily recoverable in the event of data loss or system failure.

Training and Support

1. User Training
 - a. ICAT shall provide training programs and resources to familiarize faculty, staff, and students with the features and functionalities of the LMS. This training may include workshops, tutorials, online documentation, and access to support materials.

2. Technical Support

- a. ICAT shall provide technical support for the LMS, addressing user queries, troubleshooting issues, and ensuring the smooth operation of the system. Users shall have access to a designated support channel for reporting technical problems and seeking assistance.

Policy Awareness and Compliance

- 1. ICAT shall ensure that faculty, staff, and students know this LMS policy and comply with its provisions. Updates to the policy shall be communicated to the ICAT community in a timely manner.

Policy Violations

- 1. Violations of this LMS policy may result in disciplinary action, including but not limited to loss of LMS access, academic penalties, or employment consequences, as determined by ICAT’s disciplinary procedures and applicable policies.

Change and Version Control

| Version | Date Approved | Authored by | Approved by | Description |
|----------|---------------|-------------|----------------|--|
| 11122022 | 25 May 2023 | Dean | Academic Board | Addition of violation clause in LMS Policy |

Policy Information

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| Author: | Collaborative |
| Policy owner: | Director of Education |
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