

VLE Site Policy

February 2021

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 mini courses at the Trust.

Trust platforms

The Keeping Well NCL Online Training resources are provided by the Tavistock and Portman NHS Trust in partnership with North London Partners in Health and Care and Keeping Well NCL, are hosted on Moodle, the Virtual Learning Environment ('VLE') used at the 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 Pearson (<https://www.pearson.com/>), a learning company that provides content, assessment and digital services to educational institutions, and CAPDM (<https://www.capdm.com/>), a specialist provider of eLearning services that help educational institutions manage online distance learning.

Registration

All users must register to use the Trust's VLE. All registered Moodle users must agree to the Trust's:

- VLE Site Policy
- VLE Privacy Policy
- VLE Cookies Notice
- 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 Moodle community at the Trust.

On registration, users must give their consent to the Trust's processing of their personal data via the 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 the VLE

Users of the VLE agree to the following:

- a. The 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 any social forums, is acceptable.
- b. The VLE must not be used for personal commercial use, for example marketing.
- c. The 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 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 VLE and follow the established norms of netiquette (http://en.wikipedia.org/wiki/Etiquette_in_technology). The 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 VLE without authorisation. Copyright of the course materials and content of the 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 the VLE 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 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 VLE secure. For example, do not login to the 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 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 VLE, once users cease to be formally associated with the Trust.
- r. Understand that access to learning materials from previous years of study within VLE may be restricted.

Contact through the VLE

As a Trust VLE 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 a course lead or administrator.

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. 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 VLE.

These activities include deliberate interruption to the use of the VLE; gaining or attempting to gain unauthorised access to any part of the 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 VLE at any time and without prior notice.

Please also note that the 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.

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