

Policy Document

DENTMOODLE

Virtual Learning Environment (VLE)

of the

Faculty of Dental Sciences (FDS) of

University of Peradeniya (UoP)

Sri Lanka

Terms and Conditions

1. Introduction

DENTMOODLE is the term that identifies the Virtual Learning Environment (VLE) of the Faculty of Dental Sciences (FDS). The learning platform used in DENTMOODLE is Moodle (Modular object oriented dynamic learning environment) which provides various services including file sharing and communication tools to its users. Services of DENTMOODLE are monitored and maintained by the Dental E-Learning Unit (DELU) of the FDS of the University of Peradeniya Sri Lanka (UoP).

The purpose of this policy document is to provide obligatory information on the rules and regulations that the users should abide by when they use DENTMOODLE.

2. Intended users of DENTMOODLE

Teachers :

All permanent academic staff members of the FDS.

Students :

All Dental undergraduates from year 1 to year 5 until they graduate from the UoP

Temporary users*:

Temporary academic staff members of the FDS, Postgraduate trainees (PGs), Dental Surgeons (DS) working in the FDS for a specified duration and the technical or clerical staff members of the FDS

* Requires permission and recommendation of the permanent academic staff members of the FDS and they should be involved in teaching undergraduate or postgraduate students directly or indirectly.

* The permanent academic staff members of the FDS should request permission from the Dean/FDS through the Director/ DELU indicating the names of the temporary users (visiting lecturers, temporary lecturers, DS, PGs, technical or clerical staff), purpose of using DENTMOODLE, course name, role** and the duration.

(** Roles: teacher, non-editing teacher, student, guest)

3. Essential information that the users of DENTMOODLE should be aware of before using it

3.1 Each user (lecturer, learner or other) should guarantee that their use of DENTMOODLE concurs with the policies of the UoP and this document.

3.2 Individual users of DENTMOODLE, are legally bound to use it according to the terms stipulated in the policy document, effective immediately from the first day of use. In the event that the users are unable to agree to the terms of use, they should cease using DENTMOODLE and notify the DENTMOODLE administrator and Director/DELU.

3.3 Individuals accessing DENTMOODLE from both within the University and outside the University from privately owned equipment (personal computers and mobile phones) should abide by the same rules and regulations as indicated in the document.

3.4 DENTMOODLE must only be used for the purpose of teaching, learning, research, coursework, or other authorised use recommended by the FDS.

4. Users of DENTMOODLE must agree to:

4.1 Protect their passwords and refrain from logging in to DENTMOODLE by borrowing the usernames of others.

4.2 Keep physical access to DENTMOODLE secure; for example, they must not login to DENTMOODLE and then leave their computers unattended

4.3 Refrain from gaining unauthorised access to any part of DENTMOODLE

4.4 Refrain from posting harmful material which may disrupt the University's system

4.5 Refrain from uploading private, confidential or sensitive material to their profiles, blogs, or any course activities. Information sent through DENTMOODLE may be read by a third party (DENTMOODLE administrators and managers)

4.6 Upload only current and up-to-date information

4.7 Understand that the FDS will not be responsible for the loss of data uploaded onto DENTMOODLE

4.8 Understand that access to DENTMOODLE will be withheld when the users are no longer employed or studying at the FDS.

4.9 Understand that lecturers monitor their DENTMOODLE areas to identify violation of University policies. In the event that such violations are identified, the culprits will be punished according to the rules and regulations of the UoP and this document. Any irregularities identified by learners should be notified to their lecturer at first instance.

5. Provisions to remove courses and uploaded material and activities

5.1 At the end of each academic year - the data already present at the site will be made inaccessible and moved to the archives

5.2 Un-accessed and unused material - the data will be removed after six months of inactivity

5.3 In the event that any course is inappropriately visible in the hierarchy

6. Course Content (course codes, sharing, activities)

6.1 Course layout is designed according to the 5 academic years

6.2 The course/module names and codes that are used are the same as in the new curriculum (The department layout is used for the years which follows the old curriculum until 2020)

The year will be shown in front of the course name and the code

e.g 2017- DS1101 (Year 2017, first year, semester 1, module 1) -new curriculum

2017- Med (Year 2017, 2nd year, Medicine course) - old curriculum

2017- OM I (Year 2017, Final part I, Medicine course) - old curriculum

2017- OM II (Year 2017, Final part II, Medicine course) - old curriculum

6.3 Lecturers are given access to the courses according to the subject/modules taught by them. Accordingly, one course can be accessed by more than one lecturer. The course layout will be decided by the consensus agreement of all lecturers involved in teaching a particular module.

6.4 The information placed on DENTMOODLE is available for download by the students who have access to the particular course. Therefore, FDS cannot guarantee the unauthorized distribution of resources.

6.5 Course lecturers are responsible for the content of learning resources uploaded to their areas and should make sure that they do not violate the copyright or the intellectual property rights of others (including colleagues).

6.6 Lecturers should ensure that uploaded course contents should reflect current teaching practices. Outdated content should not be uploaded.

6.7 Lecturers should refrain from uploading and linking sites that contain unlawful and obscene material which would violate the University's acceptable usage policies.

6.8 Learners taking part in online course activities are prohibited from transmitting any inappropriate or insulting material which would violate the University's code of conduct.

6.9 A team comprising of lecturers should make arrangements to ensure that all members work in harmony in courses conducted by multiple lecturers. The FDS is unable to accept responsibility in the event that an individual makes changes without the consent of their colleagues.

6.10 Lecturers are encouraged to upload resources in commonly used formats (such as pdf) to offer wider compatibility.

6.11The FDS is not responsible for problems encountered by the learner when opening or viewing files, due to outdated software.

6.12 The FDS cannot guarantee the quality of performance or be responsible for network issues when viewing or downloading large files (e.g. videos)

6.13 Original copies of work uploaded onto DENTMOODLE should be kept by the staff. The FDS does not accept any responsibility for lost or corrupt data that has been stored on DENTMOODLE by lecturers or students.

6.14 All student data and submitted work will be removed from the server at the end of the academic year. Staff should ensure that any submitted assignments, feedback, grades, forum posts and quiz scores are copied to any device before the end of academic year, if they need to keep them as evidence.

6.15 In the event that the course information needs to be retained or where learners will be active for more than one academic year the relevant lecturer should consult in advance with the DENTMOODLE administrator to ensure data is not lost.

6.16 The FDS cannot guarantee that all files transmitted through DENTMOODLE will be virus free. Users accessing DENTMOODLE should have adequate virus protection on their computers to prevent infection or the distribution of viruses.

6.17 All work submitted electronically by learners should be their own. In the event that copying or plagiarism is identified, disciplinary action will be taken against the learner according to the University's code of conduct.

7. Security

7.1 Access to course information and resources on DENTMOODLE are controlled by user permissions.

7.2 Users should log into DENTMOODLE with their own user account and never allow another user to access DENTMOODLE under your network account.

7.3 Learners should refrain from disclosing enrolment keys (a password used to gain access to a course) to unauthorized users.

7.4 Users should never attempt to access any protected DENTMOODLE area unless they have been given permission to do so by the course lecturer.

7.5 Activities on DENTMOODLE are fully audited. All information is recorded with details of user access, with a log of all communications such as forum posts, assignment submissions, etc.

8. Access log

Access to a logged course and the information recorded about course usage are available to the DENTMOODLE administrator. Such information includes the number of users, number of visits, time the material that have been accessed. These statistics are monitored and may be used to provide information on course usage.

9. Data storage

DENTMOODLE should not be used as a general storage area as its main function is to provide a platform for making resources available to learners throughout their course.

10. Research

DENTMOODLE can be used by lecturers to conduct research, with prior permission from the DELU. However, ethical clearance should be obtained from the ERC-FDS before conducting research activities.

11. Disciplinary Action

Should a user breach the terms of use of DENTMOODLE, appropriate disciplinary action will be taken, which can be temporary or permanent removal of services or any other punishment according to the University's code of conduct.

12. The UoP or FDS may revise the terms of this policy document without prior notice by posting the latest version of the document onto DENTMOODLE. Continued use of DENTMOODLE will be considered as acceptance of the updated terms or amendments.

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