

# Moodle Site Policy and Terms of Use

## Navitas Professional Institute

### Document

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<b>Policy Owner</b>	Senior Manager, Educational Technology Support, NPI		
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### Version Control

<b>Issue Date:</b>	<b>Summary of Changes</b>	<b>Review Date</b>
01 February 2010	Initial approval	01 February 2015
01 February 2012	Policy review, contextual amendment and approval as part of portal transition from my.acap.edu to my.navitas-professional.edu.au	01 February 2017
19 September 2016	Transitioned to new policy template with minor administrative amendments	01 February 2017

# Moodle Site Policy and Terms of Use

## 1. Policy

### 1.1 Policy Purpose

This policy sets out the College's policy and terms of use in relation to the College's Moodle website. When users first login to the College's Moodle website they see and are required to agree to the College's Moodle Policy and Terms of Use before being able to use the website.

### 1.2 Disclaimer

Whilst every effort has been taken to ensure that the information contained on the College's Moodle website (referred to herein as 'the website') is accurate, the information on the website is for personal and/or educational use only and is provided in good faith without any implied or express warranty. The College gives no guarantee as to the accuracy or currency of any individual item on the website. The College accepts no responsibility for any loss or damage whatsoever caused by the use or reliance of any information contained on the website nor from any access to the website. Access to and use of the website are at the risk of the user.

Information provided on the website about courses, units, modes of study, staffing and any arrangements relating to same are an expression of intent only and are not to be taken as a firm offer or undertaking. The College reserves the right to discontinue or vary such courses, units, modes of study or any arrangements including staffing at any time without notice and to impose limitations on enrolment in any course or unit for any reason. The College has referenced certain linked material on the website as a service to the users of the website. This service does not mean that the College endorses those linked sites or material on those sites in any way. The College is not responsible for the use of a hypertext link for which a commercial charge may apply. The onus of responsibility rests with the user for any charges that their use may incur.

### 1.3 Acceptable Use

The College requires all users of its ICT resources and systems to do so in a legal, ethical and responsible manner. Use of these systems is subject to the full range of State and Federal laws that apply to communications and to the use of computers, as well as any other relevant laws and College policies. This includes (but is not limited to) copyright, intellectual property, breach of confidence, defamation, privacy, contempt of court, harassment, vilification and anti-discrimination legislation, the creation of contractual obligations, and civil and criminal laws.

### 1.4 Security and Privacy

The College will take all reasonable security measures to protect your personal information from unauthorised access, misuse or disclosure. As far as is permissible under law and unless expressly agreed with the user, the College has no further responsibility in relation to the privacy or confidentiality of any information the College collects from or records about users of the website.

The information supplied by you within these systems will only be used to provide you with information about study opportunities; for the administration of courses and subjects; to maintain proper academic records; and, to deliver services reasonably expected of an educational institution.

While the College will take every precaution to protect the security and privacy of its users' ICT accounts and the information stored within its accounts and systems, users should be aware that Commonwealth, State and Territory legislative and other requirements require retention and inspection of some electronic files and communications held on the College's systems. College staff treat the content of electronic communications and data as confidential. However, users must be aware that educational administration, normal operation, record-keeping and maintenance of the systems generally requires backup and caching of communications and data; the logging of activity; and monitoring of general usage patterns. Users should be aware that electronic records may be subject to

the College's obligation to respond to subpoenas or other legal orders (e.g. a request under freedom of information legislation). For example, an email is considered a document under the law and can be legally requested, as can any other document.

If you choose not to provide certain information this may impact your ability to participate in, progress through and/or complete your course or unit of study. This includes, but is not limited to, learning activities and requirements within the online class space.

Users who have legitimate access to personal and confidential information must respect the privacy of others and maintain the confidentiality of the information to which they have access.

The College accepts no responsibility for the unauthorised use of personal information held by it. You have the right to access the personal information that the College holds about you. If you would like access to this information your request must be in writing, and a fee may be charged.

## 1.5 Intellectual Property

This site contains a variety of material which is protected by intellectual property laws, including copyright. Unless otherwise stated on this site, the material on this site is and remains the intellectual property of the College. You may only copy and use material on this site for your own personal and private use, and provided that textual and graphical content are not altered and that the context and source are acknowledged. The College reserves the right to revoke that permission at any time. Without limiting any permission given in the previous paragraph, permission is not given for the further dissemination of this material or any commercial use or sale of this material. Material anywhere on the website which is the intellectual property of someone other than the College may not be copied, used or further disseminated without the express and written permission of the holder of intellectual property in that material (except as expressly permitted by law).

## 2. Responsibilities

The Senior Manager, Technology Support is accountable for the ongoing development, implementation, awareness and effectiveness of this Policy.

The Executive Committee is responsible for the oversight and approval of this Policy.

Executive members, Heads of School and functional managers are responsible for ensuring their employees are aware of this Policy and their responsibilities defined herein.

Academic and professional staff are responsible for being aware of, and complying with, this Policy.

Students are responsible for being aware of, and complying with, this Policy and should seek assistance from appropriate sources in respect of this Policy where necessary.

## 3. Definitions

**Academic staff/teaching staff** refers to permanent and casual employees engaged in teaching and assessment of courses at the institution.

**Institution (the)/College (the)** means the Navitas Professional Institute and its colleges (see registration information below).

**International student/Overseas student** means a student required to hold a student visa for study in Australia.

**Unit** means a unit of study in a higher education course or a unit of study, subject, module and/or unit of competency in a vocational education and training course.

## 4. Review

This policy is reviewed at a minimum of every 5 years by the policy owner (or designate) to ensure alignment to appropriate strategic direction and its continued relevance to the College's current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

## 5. Records

Records in association with this policy will be kept in accordance with the institution's Records Management Policy and Records Retention and Disposal Schedule. Confidential files related to the implementation of the policy must be maintained according to relevant privacy processes.

## 6. Related documents

ACAP Privacy Statement (inclusive of Navitas Privacy Policy); Privacy of Student Personal Information Policy; Student Code of Conduct; Web Privacy Statement; Facebook Group Guidelines and Terms of Use; Library Resource Access Policy; Academic Misconduct Policy; Academic Integrity Statement, Code of Practice for Research Supervisors and Research Students; Intellectual Property in Research, Scholarship and Curriculum Development Policy; Record Retention Obligations of Research Students and Staff – Guidelines; Records Management Policy; Records Retention and Disposal Schedule; and related information in the Student Handbook.

## 7. Related legislation

Higher Education Support Act 2003; Tertiary Education Quality and Standards Agency Act 2011; National Vocational Education and Training Regulator Act 2011; Education Services for Overseas Students (ESOS) Act 2000 and National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; and associated Commonwealth and State legislation; and Australian Qualifications Framework.

## Registration information

The Navitas Professional Institute is a group of colleges in the Navitas Professional and English Programs (PEP) Division of Navitas Limited the colleges being the Australian College of Applied Psychology (ACAP), Navitas College of Public Safety (NCPS), Health Skills Australia (HSA), and the Australian TESOL Training Centre (ATTC) with respect to ATTC's 39296QLD Graduate Certificate in TESOL and 39297QLD Graduate Diploma in TESOL courses. Navitas Professional Institute Pty Ltd (NPI Pty Ltd), ABN 94 057 495 299, National CRICOS Provider Code 01328A, TEQSA HE Provider Registration Code 12009, RTO 0500. Health Skills Australia Pty Ltd ABN 53 123 479 201, RTO 21646.