

Moodle Terms of Use

V0.7, Updated 2016/04/22

1. Scope

Use of Moodle is subject to Dawson College policies, in particular but not limited to the Student Code of Conduct, and the IT policy. As per the IT policy, Moodle should be used in the pursuit of the College's mission to deliver courses and participate in the Education community.

2. Registration

Although all teachers and students have access to Moodle, they need to be registered with a validated email address. Dawson email addresses (dawsoncollege.qc.ca) are automatically validated, i.e. all teachers, and students enrolled in Office 365.

The College automatically assigns teachers and students to their courses. Teachers may request additional courses or participants.

The Moodle account may be terminated in case applicable policies or regulations are contravened.

3. Contents

Users are responsible to ensure the contents they post are within the bounds of acceptable use and the IT policy. This means for example: no hate speech, cyber-harassment, obscene contents, etc. and no links to any web pages that host such material. Reasonable care should be taken to ensure posted files are free from viruses, worms, Trojan horses, and other harmful or destructive content.

Although the College does not routinely review the material posted on Moodle sites, it may investigate suspected breaches of policies. To that end activities on Moodle are fully audited. Records are kept of when users access courses and resources along with a log of all communications such as forum posts, assignment submissions, etc. These records are available to lecturers or supervisors for course evidence, but may also be used as a point of reference for any matters arising, such as accounts of harassment, bullying or the transmitting of inappropriate material.

Copying others work, cheating, collusion, plagiarism and attempting to obtain unfair assessment advantages are in violation of the College policies. Users are responsible to ensure the material complies with the Canadian Copyright Act, and the on-going agreement with Copibec. Submitted works may be scanned by anti-plagiarism software.

The College is subject to the Act respecting *Access to documents and the protection of personal information*. No such information can be posted on Moodle, and teachers are expected to exercise due diligence in protecting such information whether it is within or has been derived from Moodle: for example an exported class list emailed, or stored on a laptop.

4. Retention

The Moodle site, including courses and documents, is subject to the Dawson IT Backup Policy.

Courses are deleted two years after the Course started (i.e. the first day of class), with the exception of courses that are used collaboratively by departments. Teachers are sent notifications with instructions on how to export their course to a file.

Accounts are deleted after two years of inactivity.

It is the responsibility of users to export their contents before it gets deleted.

5. Upgrades

Moodle is upgraded every Summer; a few hours of downtime are expected.