Moodle Policy

Introduction

Moodle is a learning platform designed to provide educators, administrators and learners with a **single robust, secure and integrated system** to create personalized learning environments ([www.moodle.org](http://www.moodle.org)). This is an EXTENDED LEARNING SPACE to broaden the strategies of teaching and learning, more than what is confined within the four-corners of the classroom. UCLM-CCS Moodle site is intended not only for instructional use but also as electronic bulletin board, where students can see the information, updates, news and files of the College.

Roles and Obligations

Administration
The administrators which includes the Dean/Chairperson and the University IT Administrator is responsible for maintaining the Moodle site. His/her role are the following

1. Maintains user accounts
2. Monitors updates and site news posted by instructors
3. Modifies lay-out, design and content
4. Maintains the categories and courses

Faculty
1. Submits to the Administrator the data of students to be enrolled in the Moodle System
2. Maintains courses in his/her category
3. Enroll and unenrol students in his/her course
4. Maintains information such as notes, assignments, quizzes and exams
5. Posts announcements and updates in the front page

Students
1. Enroll in a course created by their subject teacher
2. Submits complete information to the subject teacher including true email addresses
3. Regularly be updated for news and information posted in Moodle
4. Answers to assignments, quizzes, exams posted by the subject teacher
5. Commit to the following:
   a. should not allow anyone to access their accounts or share their passwords
   b. should never attempt to access another user’s account or misrepresent their identities
   c. should not use their accounts for private profit not related to school activities nor for use their accounts for junk mail, mass mailing, or spamming
   d. should never use their accounts to violate any laws and regulations of the school
should never create or publish information that is disrespectful, vulgar, threatening, harassing, abusive, defamatory or libelous nor distribute illegally copied music, movies, software or other IP-related resources

Privacy and Security
• Accounts will be deactivated after graduation or withdrawal from the school.
• UCLM-CCS reserves the right to copy and distribute any data in the Moodle Site
• UCLM-CCS owns all school-generated student accounts and all data created using those accounts.
• Administrators reserves the right to monitor and/or access and disclose student created content at any time.
• Moodle usage will be logged and can be accessed by the Administrators.

Consequences for Violation
The consequences for violating UCLM-CCS policy include suspension of privileges, revocation of privileges, suspension from school, and expulsion from school, depending on the gravity of the violation. UCLM-CCS Administration has the final say in the assigning the appropriate punishment.

UCLM – CCS reserves the right to amend this policy at any time.