



Moodle Use Policy

Students

1. Moodle is an education platform and is a tool to provide you with support that is to be used to help you progress through your studies and should not be abused or used as a social network.
2. **Do NOT change the names in your profile**, if you do you may find you have difficulty accessing the courses you are enrolled on.
3. **Do NOT use images that can be considered offensive** either in your posts or as your profile picture. Anything seen as inappropriate will be deleted without consultation and a warning issued.
4. The email address in your profile was used to register your account and is not a real email address. **The email address is not for you to use.**
5. Keep your username and password **secure**.

When posting in the forums:

6. Keep any responses **relevant to the discussion** you are replying to.
7. Treat other members of the discussion **with respect** at all times even if you disagree with what has been said, do not say anything that you would not say in the classroom.
8. Try not to provoke anyone, remember other students cannot see your expression only words, think carefully about the words you use!
9. Never post in anger or frustration - walk away, calm down and find someone to speak to or help you with whatever has caused you to feel that way.
10. **Do not post in capital letters - eg: SUCH PRACTISE IS CLASSED AS SHOUTING AND ILL- MANNERED**

Forums are monitored, any misuse will be logged and comments may be edited / deleted.

This may incur Sanctions (see section below)

Teacher Participation

- It is a teachers' decision whether they are going to use Moodle with their classes and you must NOT pressure a teacher to start using it.
- Any teacher who decides to use Moodle is only required to respond to requests from students during the Teacher's official working hours and under NO circumstances will you ask or expect your teachers to visit or post in the forums in their own time.

Student Sanctions

Most issues will be dealt with by a simple edit or deletion. **However**, if a student doesn't pay attention to notices left by Moderators/Teachers in edited posts or messages a warning will be issued.

Level 1: 1 warning = Senior Teacher & CEO Team notified

Level 2: 2 warnings = Senior Teacher & CEO Team notified with a request of a letter home to parents

Level 3: 3 Warnings = School & CEO Team notified and 1 week suspension from Moodle.

During this time a decision will be made, following a disciplinary meeting of Senior School Management & CEO Team, where the suspension could be reduced or extended.

Level 4: Following a one week suspension - continued disregard for the site rules will be taken up with Mr Stephen Smith and Mr Russell Napthine, the Senior Teacher, CEO & Trust, (Class Teacher if student is involved with VC learning), Parents and Student.

Removal of Moodle access with ensue until the issue is satisfactorily resolved.

Any further infraction will ensure in the student's exclusion from Moodle permanently.

Appeals are to be addressed to Focus Learning Trust via Mr Stephen Smith and Mr Russell Napthine; email available upon request.

NB: We reserve the right to determine whether a students' behaviour is appropriate or not and any behaviour in question will be decided by the Campuses where the student is involved or if necessary intervention by the Focus Learning Trust.

We reserve the right to temporarily suspend a student without warning if necessary. Where this action has taken place the Senior Teacher & CEO Team will be contacted immediately.

Sixth Form Students

Sixth Form have been given an extra facility.

'My Private Files' in your profiles.

This has been allowed temporarily to give you a little more responsibility/trust and allow you to upload files you are working on in school for continuation at home and vice versa.

This is a trial and will be disabled if it is abused.

Because of the privacy of this function there will be a couple of highly trusted members of staff who will have the ability to 'login as' you and during this time the staff member will be able to download your files and check they are appropriate. Because of the vast number of files this could entail 20 students will be chosen at random each week to have their files checked. If a student has been found to be misusing this facility they will lose **ALL** Sixth Form privileges on Moodle with immediate effect and only under exceptional circumstances will this ruling reversed.

I have read and agree to follow the Moodle Use Policy and understand the sanctions that will be imposed due to any misuse

Student Signature _____ Date _____

Print Name _____

I have read and understand the requirements for the use of Moodle by my son/daughter

Parent Signature _____ Date _____

