

## E-Learning Tools Acceptable Use Policy

Canvas is the Voice Study Centre's virtual learning environment and runs on software provided by a commercial company called Instructure. Before logging in to Canvas, users must agree to and accept the terms of use set out in this policy. This policy provides a code of conduct that VSC requires its users to adhere to. Essentially, users must behave in a manner that is legal, ethical and in accordance with VSC/University of Essex policies and regulations.

- Users must login using the username and password issued to them only.
- Users must not use another person's username and password.
- Users are responsible for any actions performed under their username and password.
- Users must use the Logout facility when they have finished using Canvas.
- Users of Canvas and the tools and services there within, must not submit or link to anything inside Canvas that is illegal, offensive, breaches copyright law, violates another person's Intellectual Property Rights or might damage the reputation of the University of Essex.
- In the event of misuse of Canvas, the Head of Online Learning will make a report and the University will act in accordance with established disciplinary procedures as explained in the Student Code of Conduct and in the University's Disciplinary Procedure for staff.
- Users must read these regulations before using Canvas.
- VSC will review and monitor material that resides inside Canvas and reserves the right to remove or amend any material or suspend or terminate access for individuals that violate any of the University policies that apply.
- Any contributions made in Canvas are retained by VSC for reporting, assessment and audit purposes.
- All material provided in Canvas is either the property of VSC or permission for use or a license has been obtained to authorise VSC's use. These materials are provided to students for the purpose of individual and private study. Use of Canvas and the tools and services there within, is also governed by the [IT Acceptable Use Policy](#) and the [Bullying and Harassment Policy](#)
- VSC reserves the right to take disciplinary action against users whose deeds, actions or behaviour constitute cyberbullying or other forms of harassment be that in the form of email or other computer based mediums such as social networking, instant messaging or chat forums. In the event that you become a victim of such behaviour, to a member of the Senior Management team.
- Following a full investigation, VSC will act in accordance with established disciplinary procedures as explained in the Student Code of Conduct. The user indemnifies the VSC against any loss incurred as a result of liability arising out of material which that user has posted in breach of this policy.

## **General Rules to follow when using web-based communication facilities**

- Please be aware that the contents of discussion forums will be monitored. In the event of misuse, material deemed inappropriate will immediately be removed without any further notice or explanation.
- The University reserves the right to remove or amend any material or suspend or terminate access for individuals that violate any of the University policies that apply. In the event that misuse is reported by an external agency or organisation about any of the third party tools that are provided by VSC, VSC will also act in accordance with existing disciplinary procedures. Some basic rules to follow are:

### **Users must not create, display, produce or circulate any material in any form or medium that:**

- Is liable to cause offence, including pornographic material or abusive language;
- That could be considered defamatory or likely to incite the breach of any law;
- That breaches copyright law
- That could be considered to constitute sexual or racial harassment;
- That discriminates on the grounds of race, gender, gender reassignment, age, disability, sexual orientation (i.e. gay, lesbian, bisexual, transsexual, heterosexual), marital status, religion or belief, political orientation.
- That damages the reputation of VSC, the University of Essex or its associates
- Users must not retaliate if subjected to cyber-bullying; you are accountable for your own actions.
- All written communication must be posted in English language.
- Users must not give out other people's contact details such as phone numbers, postal addresses or email addresses unless they have given you permission to do so.
- Users must not repeatedly post the same message (This is spam and will result in a user being banned from the discussion board or similar).
- Overall, please be polite and considerate and treat others as you would like to be treated. In addition to the terms of use explained above, users should be aware that the security of any form of electronic communication cannot be guaranteed. VSC accepts no responsibility for your use of any of the communication tools it provides. Therefore, users are advised to use such tools with caution and never to use them for their own personal affairs. As with all forms of teaching and pastoral support, the use of e-learning tools and technologies may give rise to a disclosure of a safeguarding issue. The procedure for dealing with such disclosures, or of any event that may constitute a safeguarding issue, can be found within the Safeguarding Policy and Procedures.
- The University encourages users to use the tools and systems it provides in a manner that is beneficial to their overall teaching and learning experience. By logging in to Canvas, users are agreeing to the terms and conditions set within this policy and take full responsibility for adhering to the terms and conditions of use set out by third party tools provided by VSC. You should also be aware that your actions could lead to you being held accountable in a Court of Law, with the possibility of severe penalties.

## **Copyleaks**

- Copyleaks is a third party, cloud-based service that provides a text-matching service for the prevention of plagiarism on submitted files. Copyleaks is committed to ensuring the privacy and protection of personal data and has obtained the SOC 2 and SOC 3 certification, a global standard audited by external auditors, to demonstrate this commitment. By submitting your work through Copyleaks, you are agreeing to your work being stored and copied for the purpose of producing an Originality Report and for your personal data (name, email, course details, and institution) to be transferred to countries not governed by the European Union Data Protection legislation.