

Introduction

Adult Education Wolverhampton (AEW) welcomes students and staff to use the Service Virtual Learning Environment (VLE) as a means of communication and to maximise learning. The privilege to use and contribute however depends on compliance with the following terms and conditions. The acceptance of these terms and conditions is effective automatically upon registration.

This does not replace AEW ICT Policy but reinforces that AEW promotes good practice and will not tolerate inappropriate use. AEW will actively monitor the appropriate usage of the VLE by all its users. The terms and conditions require that all users are responsible for flagging instances of concern for further investigation via a designated email address for this purpose; safe@wolverhampton.gov.uk

Terms and Conditions

By using the VLE you accept the following:

1. By posting messages, uploading files, inputting data or engaging in any other form of communication through the VLE you are granting AEW permission to use, modify, copy, distribute, transmit, publicly display, reproduce, publish or sell any such communication.
2. You agree to use the VLE to send and receive messages and material that are proper and related to the particular forum.
3. AEW reserves the right at all times to disclose any information as necessary to satisfy any applicable law, regulation or legal process or refuse to post any information or materials, in whole or in part.
4. The materials are not edited for content, style or errors. You are responsible and liable for all activities conducted through your use of the VLE.
5. You acknowledge that all discussion groups and notice boards are public communications and may be read by others without your knowledge.
6. If your VLE account has been inactive for a period of 12 months or more it will be deleted.

By using the VLE you agree not to engage in any of the following acts:

7. Defame, abuse, harass, threaten or in any other way violate the legal rights of others.
8. Post vulgar, obscene, sexually explicit, offensive or extremist material, or adopt an inappropriate user name.
9. Post any illegal material of any nature including text, graphics, video, audio or programs.
10. Post any material including text, graphics, video, audio or programs with the intention of committing an illegal act.
11. Post any materials including text, graphics, video, audio or programs to which you do not own the copyright or other necessary consents to distribute electronically or distribute such material which is protected by intellectual property laws or by rights of privacy.
12. Post any material including text, graphics, video, audio or programs which may plagiarise or infringe on the rights of third parties.

13. Download any file posted by another user that you know, or reasonably ought to know, cannot be legally distributed in such a manner.
14. Post or transmit any unsolicited advertising, promotional materials, or any form of solicitation or offer to sell any goods or services for any commercial purpose.
15. Impersonate any person, body corporate or other form of organisation or institution.
16. Upload files that contain viruses, corrupted files, or any other similar software or programs that may damage the operation of another computer.
17. Falsify or delete any author's contributions, legal or other notices or proprietary designations or labels of the origin or source of software or any other material contained in a file that is uploaded to the discussion groups and notice boards.

Breaches of our Terms and Conditions

AEW will take appropriate measures to enforce the terms and conditions when violations are brought to its attention. Failure to abide by the Terms and Conditions will result in the following:

- You will receive a formal warning by e-mail, a copy of which will be forwarded to the appropriate teacher and Curriculum Manager
- If, after any warning you continue to breach the Terms and Conditions you will be prohibited from using the VLE
- AEW reserves the right to terminate your access at any time without notice for any reason whatsoever
- AEW reserves the right to delete any posting at any time for any reason
- AEW will follow the Student Conduct Policy which details disciplinary procedures

Management of the Terms and Conditions

- Senior Manager (Business Services) has senior management responsibility for the Terms and Conditions
- Student Services Manager is responsible for managing its implementation and review. The post holder is also Service Safeguarding Officer
- The Information & Learning Technologist is responsible for the day to day co-ordination of the terms and conditions
- ICT Services Officer is responsible for overall providing technical support for the Service
- All members of staff and students are expected to stay vigilant and report instances of inappropriate behaviour

The terms and conditions will be monitored and reviewed annually through the ILT Annual Report. Should you have any queries regarding this Terms and Conditions in the first instance contact:

Craig Severn

Information & Learning Technologist

☎ 01902 556685

craig.severn@aes.wolverhampton.gov.uk