Sapphire Coast Learning Community
SCLC-Moodle Policy

Policy Statement

SCLC-Moodle is a Sapphire Coast Learning Community Course Management System (CMS). SCLC-Moodle resources are currently made available to all Eden Marine High School and Bega High School students, staff, and parents, to be used for school-related educational purposes.

All course material and assessment results will remain the property of the Sapphire Coast Learning Community as determined by the Co-ordinator.

Accounts

Who can have an account?

SCLC-Moodle accounts are available for all Eden Marine High School and Bega High School students, staff, and parents. If individuals do not have an account and need access to our SCLC-Moodle courses, either Guest access can be granted to the course or the SCLC-Moodle Administrator can manually create a user account with the approval of the Principal.

What is the account format?

To ensure a secure and consistent environment, SCLC-Moodle usernames and passwords will be issued by the SCLC-Moodle Administrator. Each user will be forced to change their password the first time they log into their Moodle Account.

Termination of accounts

Termination of a SCLC-Moodle account will be determined by the SCLC-Moodle Administrator and approved by the Principal. All terminated accounts will also remove associated course user data.

Courses

Who can request a course?

Any student or staff member at Eden Marine High School and Bega High School can request a course if it is related to official school business. This does include Clubs, Committees, Groups, etc. Courses will not be created for non-Eden Marine High School and Bega High School users at this time.

How are courses created?

The SCLC-Moodle admin will process course requests when received. Courses will generally be set up within 2 days of the request, but please allow up to 7 days.

How are course short names created?

- Courses are prefixed with the department they are taught in (where possible)
- Courses named with name_number ie. ENG_Stand_101 (english standard course 1)
How are courses setup/archived/deleted?

Course teachers can request the SCLC-Moodle Administrator to enrol nominated students into a particular course upon initial course setup. Future enrolments are at the discretion of the course creator or course teacher.

Courses are left on the relevant KLA until removed by the course creator. If requested, the SCLC-Moodle Administration can archive a course at the end of each year. Course data will be stored for one calendar year and then deleted.

Data

Each user is responsible for their own SCLC-Moodle data. Some examples of student data are uploaded assignments, forum posts, etc. Some examples of teacher data are course readings, course quiz questions, course grades, links to websites, etc. The SCLC-Moodle administrator will provide assistance to course facilitators on how to back up course data. If data needs to be restored, the SCLC-Moodle Administrator will handle the restoration.

Students and teachers using SCLC-Moodle should ensure that anything uploaded to SCLC-Moodle does not violate any Copyright laws.

Upgrades and Plugins

The SCLC-Moodle Administrator will watch for and review new releases of Moodle and will maintain a list of requests from students and staff. Upgrades and plugins will initially be loaded into a protected environment where they will be tested. Once an enhancement is deemed acceptable for the production environment, it will be loaded into the live instance of SCLC-Moodle.

Reason For Policy

This policy has been created to define acceptable SCLC-Moodle use by staff, students and guests and to bring SCLC-Moodle officially out of a testing phase and into full production.

Who Should Know This Policy

This policy will affect all users of SCLC-Moodle, this includes Students, Staff and Parents associated with Eden Marine High School and Bega High School.

Contacts

Questions about this policy can be directed to the SCLC-Moodle Administrator.