



NCGE Virtual Learning Environment (VLE)

Acceptable Use Policy (AUP)

General Principles

This *Acceptable Use Policy* specifically refers to the NCGE Virtual Learning Environment (VLE). However, the procedures outlined below apply to all electronic/online communications systems supplied by the NCGE and apply to all contracted personnel, staff, learners, associates, and guest users.

Using the VLE

- The NCGE VLE provides opportunities for online communication and access to a range of course materials, offered in different formats e.g. video, audio, text, use of graphics etc. It also hosts wikis, blogs and quiz tools. Communication facilities include Instant Messaging (IM), discussion forums, web conferencing, virtual meetings and email.
- All VLE users should be aware that comments made through the communication facilities may reflect not only on themselves but also on NCGE as an organisation. Individuals' use of the VLE's communication facilities should only have a positive impact on the reputation of NCGE.
- It is assumed that as guidance counsellors are professionals, they will behave according to the *IGC Code of Ethics*, to the 'Code of Learner Behaviour' in the *Learner Handbook*, and to the procedures outlined below.

When using the VLE you should:

- Respect other people's opinions and beliefs.
- Protect the anonymity of third parties (e.g. colleagues, students etc.) where requested and appropriate.
- Post comments which are appropriate.
- Therefore, communications should be courteous and respectful to all.
- Contributions through and to the communication fora, blogs and wikis are regarded as the intellectual property of the authors. If contributions are to be quoted by another guidance counsellor in an assignment, acknowledgment must be given. Materials produced by contracted staff during the course of a contract belong to NCGE.

- Proper acknowledgement to the author of material shall be given if it is included in the contribution of any VLE user to a discussion forum, email, IM, wikis or blogs.
- Contributions to virtual meetings, discussion fora, IM, email, blogs and wikis should further the aims of the discussion and be in the spirit of the discourse.
- Contributions should include comments about the programme on which the guidance counsellor is enrolled and the guidance counsellor's progress on that programme only. Personal comments about other programmes, users and their views should not be placed on the VLE.
- If users wish to copy private messages to another person they should obtain the author's explicit permission.
- The VLE's communication facilities are provided by the NCGE for guidance counsellors, contracted staff, associates, and guest users to discuss issues related to a specific programme and to take part in virtual communication within the confines of that programme.

Privacy Policy

Access to the NCGE VLE is secure and requires an individual username and password. Each VLE user is responsible for the security and use of their username and password. Any VLE user found impersonating another individual on the VLE may be excluded from future participation on the VLE.

Comments and Enquiries

If you have any comments or queries about the VLE please contact NCGE at 01 8690715.

Adapted with kind permission from Leadership Development for School's Acceptable Use Policy, November 2006