

Lir Learning Management System Use Policy

Effective Date	01/08/2020	Version	1.1	
Persons Responsible for Policy Delivery	Academic QA Committee; Board of Management. Director of Training; QA Co-ordinator;			
Policy Owner	Director of Training	Review Date	01/08/2024	

Purpose

The purpose of this policy is to ensure that guidelines are in place in relation to appropriate usage, roles, responsibilities and authority for the learning management platform provided by Lir Business Services and Training Centre Ltd.

Scope

This Policy is applicable to anyone involved in education and training as part of the academic activities and associated services of Lir, including, but not limited to all levels of management, panel members, programme leaders, administration, and overview of Lir Policies and Procedures by external personnel, tutors and learners.

It applies to all continuing and fixed term, either full-time and/or part-time appointments and subcontracting trainers and external experts, hereinafter referred to as a 'User'.

This Policy should be read in conjunction with **Lir's Information and Data Management Policy [QA.008]** and **Related Documents** specified below.

This policy will be published on our website.

Policy Statement

Lir Business Services & Training Centre provides learners with the use of Microsoft 365 software and licensed software, Microsoft Teams and access to the Lir eLearning Hub.

This policy applies to users of Lir Business Services & Training Centre Ltd's Lir eLearning Hub. It covers access to Lir eLearning Hub for the purposes of participating in, developing, implementing, administering or supporting online learning experiences.

See Lir Software Use Policy for **General Principles** regarding acceptable and unacceptable software use behaviour.

Access Rights to Lir eLearning Hub

The Director of Training has the sole access rights to the Lir eLearning Hub as Administrator. Other roles include 'Assistant', Tutor, and Learner.

If access is required to the Administrator section by external personnel, the Director of Training is available to meet them online to answer any questions. Under no circumstances is access given to external parties unsupervised. This is to ensure, that no damage is done, through any accidental or intentional acts, or to download materials without the express permission of the Director of Training. In light of Data security, and unauthorized access to

computer networks, Lir has taken a hard line in this area to ensure the viability of the provision, confidentiality, and protection of intellectual and copyright provisions.

External parties may be authorized to be set up as a Learner to evaluate a course module from a Learner's perspective on request in writing, stating the purpose. This has to be sanctioned by the Director of Training.

Content Inclusion

Any course content that is intended for use on the Lir -eLearning Hub, must be sanctioned by the Director of Training. A form is available to request the same [Lir Programme Module Revision Form]. Once approved there may be some extra design, development and amendments to be carried out before it is uploaded.

The content must support Lir Business Services & Training Centre Ltd's mission, values, strategic goals and training provision, and comply with good practice as set out by Lir Programme Development Panel.

The sole owner of the content on Lir eLearning Hub, is Lir Business Services & Training Centre Ltd., through direct ownership (intellectual and copyright) or through licensing agreements with third parties training material providers for use as a Tutor or training provider.

Content Ownership

Lir Business Services & Training Centre Ltd (content owner), owns the content once created and uploaded to Lir eLearning Hub unless licensed under an agreement with an approved third-party provider.

The content owner ensures that the content is relevant, up to date, accurate and in compliance with any applicable or copyright laws.

Tutors do not have the authority to delete course content from the Lir eLearning Hub, Tutor Folders in MS Teams, or the Lir Teaching Resources Hub. They must make a submission using the Lir Programme Module Revision Form or by contacting the Training Delivery Team directly.

Content Review and Retention

All course content forms part of mandatory monitoring and review cycle by the QA Co-ordinator and Lir Programme Review Panel. This review is carried out on a modular basis. The course owner will monitor usage of learning content and update the content where required. The conditions that have to be met are documented in the **Lir Blended and Online Strategy 2020 – 2025** document and summarised below:

- Course content that has not been accessed in more than 6 months
- Course content that has not been uploaded in more than 12 months
- Course content that has not been reviewed in more than 2 years.

Course content that is no longer used is archived.

The Director of Training and QA Co-ordinator reserve the right to require a review earlier if required.

User Access

Details on how Lir Learners access the Lir eLearning Hub are detailed in the Lir Blended and Online Learning Strategy 2020 – 2025 document. Each Learner is given a unique Lir email address and password and is deactivated when the course has finished, as per Lir Data Retention Policy QA.262.

External user accounts will be reviewed and deactivated on a case-by-case basis.

Policy Compliance

The software and learning management system (Lir eLearning Hub), must not be used for any illegal or unethical purposes. Those found in breach of this unacceptable use will be subject to our Disciplinary Procedures, and /or criminal proceedings depending on the gravity of the situation.

Non-compliance with this policy may lead to the archival or removal of learning content or temporary or final suspension of users. The Director of Training has the authority to remove or disable access to the Lir Learning Management System (via Ms Teams and Lir eLearning Hub).

Communicating The Policy

This Policy will be given to anyone requesting access to the Lir Learning Management System (via Ms Teams and Lir eLearning Hub) so that they fully understand our standing in this area. This includes the Lir Academic QA Committee, certification bodies and external subject matter experts.

Related Documents

Microsoft Teams - Security and Compliance Procedure
Microsoft Cloud App Security Procedure
Cyber Security – Exercise in a Box
Software Use Policy
Lir Ownership, Copyright and Intellectual Property Statement
Lir Data Protection Policy
Lir Privacy Policy
Lir Data Retention Policy for Learning
FORM: Lir Record Disposal Request Form
FORM: Lir Programme Module Revision Form

Monitoring and Review

The Director of Training is responsible for the implementation of the Learner Management System Use Policy. Any issues are discussed at Quality Team meetings, with the QA coordinator responsible for documenting issues that require further discussion by the Academic QA Committee.

The QA Coordinator will support the Director of Training in monitoring this Policy.

The QA Coordinator will review this Policy at the direction of the Director of Training, but at a minimum of every 3 years and provide a report with recommendations to the Academic QA Committee.