

## Policies and Rules

The “moodle@NovaSBE” Platform aims to be a work place where Faculty and Students can teach, share knowledge and make the learning experience even richer.

Due to the very nature of this Platform, the type of Activities that take place on it and in the interest of creating a friendly and productive learning environment, all Users are requested to follow a “Code of Conduct” regulated below.

**! The contents of this document may be updated or added any time to reflect the needs dictated by the use of “moodle@NovaSBE” Platform.**

### moodle@NovaSBE - Policies and Rules

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## 1. Scope

The Policies and Rules outlined below, most of them common sense and of universal knowledge, **apply to all Users** of “moodle@NovaSBE” which are expected to know them all and abide by them.

**The use** of this Moodle Platform in Campus or elsewhere, **is reserved** for Faculty members and registered Students who are in good standing with NovaSBE and to external Guests designated by the School.

“moodle@NovaSBE” is intended to be used strictly **for academic work**.

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## 2. Purpose of Rules

- To encourage **good behavior** regarding the normal use of the Moodle Platform.
- To ensure that **the use of “moodle@NovaSBE” is consistent** with the **Principles and Rules** applied in
  - a. **similar activities** taken in conventional face-to-face classes,
  - b. the use and interaction of **other NovaSBE’s IT Systems and programs**.
- To establish processes **for addressing Rules violations** and respective sanctions.

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## 3. Rules that apply to all Users of “moodle@NovaSBE”:

### **Reserved Rights**

*All Courses contents and instructional materials published in this e-learning Platform are for the exclusive use of (rightfully enrolled) Students and Teachers accordingly with the objectives set by each Course.*

#### ❖ 3.1 Moodle Users responsibilities:

- maintain the **personal Login Account secret** and secure. The Login Account is assigned to a single User and the respective Username and Password are personal and non-transferable,
- keep **NovaSBE eMail Account well managed** making sure the disk space quota is not exceeded, so that new messages are allowed in, (Moodle through its integrated internal mailing system will use intensively NovaSBE Mail Accounts for all messages and information exchanged with or between Users),
- **use of an anti-virus** at all times on documents uploaded to the Platform or shared with other Users,
- **respect the intellectual property of others** regarding the documents presented as own’s. When "borrowing" graphics, images, text or other material make sure to credit their Author, source document and Site address, or link to the original source; for more info on how to use, quote or cite other people's written material, please go to Platform’s FrontPage: “Info&Support / 3.for Students or 4.for Faculty”, and scroll down on either section to the “**Turnitin (Tii) Information**” document,
- maintain **regular backups** in a safe place.



At the **end of a Moodle working session, for security reasons:**

- a. make sure that all **popup windows and documents are properly closed**,
- b. “**Logout**” after the work is done – never leave the logged Platform unattended and
- c. **exit the Browser**.

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#### ❖ 3.2 Inappropriate uses of the Platform:

- using Moodle’s **messaging services for private conversations** (chats, forums, instant messaging). Everything done on Moodle can be monitored by the Teacher and the Administrator. To communicate privately with another Course’s Participant use Skype, eMail or other service instead,
- **harassing or threatening use**, including inappropriate language or graphics in posted material,
- **inappropriate or out of context subjects** of discussion or posting of information,
- **unauthorized access or use** of the Platform contents,

- **use of unauthorized or destructive programs** which disrupt the normal work of other Users, which include the known or careless distribution of computer viruses or other rogue programs,
- **attempts to break** the Platform security or its contents in any way,
- **improper use of Account information.**  
Users **must not**
  - a. **share Accounts**, allowing others to use own Username and Password,
  - b. **impersonate other Users** through the misuse of login credentials of others (Username and Password). Users must not conceal their identity, except when anonymous access is explicitly authorized.

**!** The rightful **owner of the login credentials used for illicit activities is accountable** for the misuse detected.

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## 4. Statement of Responsibility

The proper NovaSBE disciplinary authority will evaluate any wrong doing in the use of “moodle@NovaSBE”, **even if omitted in these Rules**, and will determine the corresponding disciplinary action when applied.

Penalties for the infractions of these Regulations will depend on their severity.

**! Lack of knowledge about these Regulations will not exempt Users from liabilities and penalties mentioned above.**

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