	iLEARN@BOND LEARNING MANAGEMENT SYSTEM (LMS) POLICY
Policy Owner	Provost
Contact Officers	Director, Learning & Teaching and Director, Information Technology Services
Endorsement Authority	Academic Senate
Date of Next Review	19 May 2024

1.   PURPOSE AND OBJECTIVES

The purpose of this Policy is to provide consistency in decision making related to management and use of iLearn@Bond (iLearn) and enhance the quality and effectiveness of the University's learning management system (LMS).

2.   AUDIENCE AND APPLICATION

All users of iLearn@Bond

3.   ROLES AND RESPONSIBILITIES

Role	Responsibility
All LMS users	Clause 4.2 Must adhere to University policies and procedures.
Executive Dean or delegate of the owning Faculty	Approval to access iLearn sites student is not enrolled in.
Academics	Clause 4.4 Must adhere to University policies for iLearn sites.

4.   POLICY STATEMENT

4.1.   System Management and Availability

4.1.1. The University will endeavour to provide a robust and reliable platform that is available with an up-time in accordance with acceptable commercial guidelines and per the LMS vendor service-level agreement.

4.1.2. In the event of unscheduled outages due to extreme or unforeseen circumstances, the University will take action to ensure students are not disadvantaged in their academic progression.

4.1.3. The University will allocate appropriate resources to ensure the LMS is developed, maintained, and supported.

4.2.   User Access and Management

4.2.1. All users of the LMS must adhere to the ICT Acceptable Use Policy (INF 6.1.11) or the equivalent Bond University Learner Portal Acceptable Use Terms (https://bond.blackboard.com/bbcswebdav/institution/learner_terms.html)

4.2.2. Users are responsible for ensuring their network and devices used for learning, meet the minimum technical requirements to access the learning environments.

4.2.3. All users of the LMS must authenticate with unique user credentials. Access is controlled and monitored in accordance with the Information Security Policy

4.2.4. Staff and student activity will be recorded against a Bond University designated account. Staff who are also students may not use their staff account to complete student activities within iLearn.

4.2.5. All users of the LMS must not use the system for purposes other than University-affiliated activities.

4.2.6. Student access to iLearn may be revoked where sanctions are in effect via the Student Information System. (See section 4.1.6 of the Student ICT Account Procedures)

4.2.7. Users must adhere to the Copyright Compliance Policy in all contributions and interactions within the LMS

4.2.8. Where assessment is included, users must abide by the roles and responsibilities regarding academic integrity (TL 3.5.2)

4.3.   Site Access, Archiving, and Retention

4.3.1. Access to subjects for students is controlled by the Student Information System. Students may not access a subject to which they are not enrolled without written approval from the Executive Dean or delegate of the owning Faculty. Any students approved for access outside the official enrolment process will not be awarded a subject credit.

4.3.2. Access to courses for learners is controlled by the Bond Learner Platform or via direct enrolment by the micro-credentialing unit.

4.3.3. The academic unit is responsible for ensuring that subject/course educators and supports are identified and available to students/learners as is deemed appropriate to the learning experience.

4.3.4. The academic unit is responsible for ensuring that each subject/course site is available to students/learners at the commencement of an offering.

4.3.5. For the purposes of quality assurance, continuous review, and support of the student learning experience, other users may be provided access to iLearn sites at the request or authority of the owning academic unit or conferring authority.

4.3.6. Subjects will remain available to students for two years following the completion of an offering while they are undertaking studies at the University.

4.3.7. Courses will remain available to students as indicated in the approved course proposal. Changes to availability will be at the discretion of the owning academic unit in consultation with the micro-credentialing unit.

4.3.8. Subjects and course sites will be stored, archived, and retained for a minimum period as specified by government regulation, and in accordance with University policy (INF 6.5.4) and on information security (INF 6.5.3) and privacy (INF 6.5.1).

4.4. Learning Materials and Assessments

4.4.1. All subject sites will adhere to a University Learning & Teaching Committee (ULTC) endorsed set of minimum requirements which are consistent with University Intellectual Property Policy, Copyright Compliance Policy, and Accessibility and Inclusion Policy, as well as style and branding guidelines.

4.4.2. A Subject site will reflect the delivery and assessments as specified in the official subject outline delivered from CURMIT (curriculum management system).

4.4.3. Assessments included and/or conducted within the LMS must adhere to Assessment Policy

4.4.4. The delivery of copyright learning materials must adhere to the Copyright Compliance Policy

4.4.5. Student/learner contributions may not be copied or shared with persons outside the offering to which the student is enrolled without written consent from the author as per clause 5.1 of the Intellectual Property Policy.

5. DEFINITIONS, TERMS, ACRONYMS

Archiving	To compress one or more files and folders into a single file for backup, transport, or long-term storage.
Bond Learner Platform	The software application used for managing the creation, publication, and enrolment of micro-credentials and short courses.
Course site	An iLearn site created by the Bond Learning Platform for micro-credential or professional development delivery.
Curriculum Management System (CURMIT)	A software application for the management and review of curriculum.
iLearn@Bond	The name given to the learning management system at Bond University.
Learner (user)	A user enrolled into the LMS via the Bond Learner platform.
Learning Management System (LMS)	A software platform for the delivery, tracking, and management of education and/or training.
Owning Academic Unit	The University Faculty or Centre responsible for the design, delivery and review of the subject or course.
Student (user)	A user enrolled into the LMS via the student management system.
Student Information System (SIS)	A software platform used for the management of students in subjects and programs.
Subject site	An iLearn site provisioned by the Student Information System for the delivery of subject offerings via the LMS.

6.   RELATED DOCUMENTS

iLearn Access Procedures
Learning Environments Support Procedures
iLearn Minimum Requirements Guidelines
ICT Acceptable Use Policy
Information Security Policy
Copyright Compliance Policy
Intellectual Property Policy
Accessibility and Inclusion Policy
Academic Integrity Policy
Student Records: Document Retention and Disposal Policy
Assessment Policy

7.   MODIFICATION HISTORY

Date	Sections	Source	Details
19 May 2021			V4
April 2020			V3.1
October 2017			V3
July 2014			V2
13 November 2009			Date First Approved

APPROVAL AUTHORITY: Vice Chancellor