

## ***Learning Management System Policy***

### **Date:**

June 16, 2020

### **Purpose:**

The Otis College of Art and Design (hereinafter "Otis" and/or "the College") provides access to a Learning Management System (LMS) platform to support the academic and administrative functions of the College. Federal and state law and College policies and procedures govern the use of this technology.

To assist the College in maintaining compliance with applicable policy, procedures, and law, this policy addresses important considerations in the use of the Learning Management System at the College.

This policy is intended to cover any LMS used by the College. All LMS-specific policies must be consistent with this Learning Management System Use Policy. Additional rules and regulations may be adopted by academic and administrative units to meet specific administrative or academic needs. Such additional requirements must be in compliance with applicable federal and state laws, any contractual agreements between the College and vendors and this policy.

### **Scope:**

This policy applies to all faculty, instructors, staff, students, and others who use an LMS at the College. For the purposes of this policy, an LMS is defined as:

- I. software for delivering, tracking, and managing Otis course instruction that
- II. contains users' personal data (e.g., name, ID number, email address), regardless of how these data are populated in the LMS.

The "managing unit" is defined as the College academic or administrative representative, department or division vested with the day-to-day operations of the LMS. The "managing unit" for the Academic Learning Management System (LMS) is the Director of the Learning Centers, Director of the Library, and Director of Technology Infrastructure.

### **Discussion:**

#### **Data Governance**

- I. Managing units must receive the approval and work in concert with Information Technology staff for use of the LMS prior to implementation.
- II. Stewardship and custodianship of data brought into or created within the LMS application will be the responsibility of steward(s) and custodian(s) defined under the College's Data Governance guidelines.

### **LMS Use, Operations and Security**

- I. All users of an otis College LMS must authenticate with unique user credentials provided by the College. To the extent possible, authentication should leverage College provided authentication services; otherwise, authentication should be in adherence with College standards for separate and secure login and password data.
- II. All users of an LMS must adhere to protocols for ensuring user data and privacy, including as required by the Family Educational Rights and Privacy Act (FERPA).
- III. All users of an LMS must not use the system for purposes other than College-affiliated activities.
- IV. The College is not responsible for the accuracy, integrity, and/or legality of the content uploaded to the LMS.
- V. The College may inspect and monitor usage of the LMS at any time, including user data and content, and may revoke access if warranted. **Users have no expectation of privacy for messages or other data recorded or stored in the College's LMS system(s).**

### **User Management and Access**

- I. All users of an LMS must access the system through a designated account.
- II. The managing unit(s) of the system may disable access or remove users for inappropriate behavior, per College policies that define appropriate conduct for College employees and students.

### **Access to the LMS**

- I. The LMS managing unit shall restrict course accounts and individual file uploads to a size that is permitted by the system.
- II. Courses shall be retained on the LMS indefinitely unless otherwise stated.
- III. The managing unit does not have responsibility for reviewing course content.
- IV. The managing unit may remove inappropriate content or content that is in violation of College policies or contractual agreements from a course account at the managing unit's discretion or if requested by the instructor of record or other appropriate College official.
- V. Banner is the sole repository of students' official course grades and rosters. While roster and gradebook information in an LMS is private, an LMS is not the official record of course grades and rosters.

### **Content Management and Access**

- I. Delivery and access to copyrighted materials in the LMS must adhere to guidelines set forth by the College's Copyright and Fair-Use Policy.
- II. The College is not responsible for maintaining content linked from the LMS to external sources.

### **Support and Training**

- I. The managing unit shall designate support staff to assist with LMS training for faculty, instructors, and students.

### **System Maintenance, Outages, Upgrades**

- I. The managing unit(s) shall notify users of any planned outages of an LMS. Notification of any unplanned outages shall be at the discretion of the managing unit(s). The level of notice for planned outages will be informed by factors including notice by the vendor as well as the estimated downtime of the system.
- II. Faculty and instructors should consider planned outages when scheduling assignments and tests, and unplanned outages when such outages reasonably interfere with the timely completion of student coursework.
- III. The managing unit(s) shall be responsible for deploying new features to the LMS.

### **Enforcement**

The managing unit will enforce and establish LMS standards, procedures, and protocols in support of this policy.

IT will enforce the established standards, procedures, and protocols in support of this policy regarding data security and secure login as outlined in the Policy Regarding Appropriate Use of Campus Computing and Network Resources.

Violations of this policy may result in suspension or termination of access to computing accounts, the College network and networked resources, and/or other College-owned technology devices or services.

- I. Any violation of this policy by a College student is subject to the Student Code of Conduct in the student handbook.
- II. Any violation of this policy by faculty, instructors, and staff is subject to "misconduct" as defined in the faculty and staff handbooks.
- III. Violations of law may also be referred for criminal or civil prosecution.

The managing unit has the authority to remove or disable access to LMS without notification in the event of policy violation, inappropriate conduct, or systems compromise involving restricted data.

### **Review**

The managing unit will periodically review this policy with input from Human Resources and Information Technology leadership.

### **Revisions:**

06/10/2020 – Created

07/15/2020 - Completed