
Kirklees Collegiates E-Learning Protocols

June 2005

For all users of the KC4L Learning Platform based on
'Digitalbrain Learning Manager'

Note on links:

Most links in this document are to the Glossary on the last page so you don't need to connect to the internet .

Links that go to websites have a grey background. To see these you will need to connect to the internet.

E-learning protocols

The Kirklees Collegiates

The Collegiates are a partnership between Kirklees Schools, Colleges and Work-based Learning Providers (WBLPs) established to enhance the curriculum available for students aged 14-19, by working together to broaden the offer of courses available. Partner and other [support organisations](#) are asked to make full use of online learning or ‘E-Learning’ as part of the collaboration. The Collegiates have therefore purchased access to a [Learning Platform](#) known as ‘Digitalbrain’ available to all [partner organisations](#) and others working with us.

It is important that clear usage guidelines are established for all those who are using the system and from wherever they may use it – these are the ‘E-learning [protocols](#)’. Copies of these will be available on the Learning Platform for Users, Teachers, Parents/Carers to access at anytime.

The E-learning Protocols

A protocol is a code of conduct, in this case to ensure safe and sensible use of the internet; here it refers to the KC4L (Kirklees Collegiates for Learning) [Learning Platform](#) based on ‘Digitalbrain’.

The Collegiates are in a unique position within Kirklees as these protocols need to address learning online from the student’s own ‘[Home Organisation](#)’ (most likely their school), from their own home, from the ‘[Learning Provider](#)’ and from any location that the Learning Platform may be accessed – in theory any computer with an internet connection.

The internet and network use policies that operate in Partner Organisations still apply to anyone using a computer there; this set of protocols is to ensure safe and sensible use anywhere the [KC4L portal](#) is accessed.

For these reasons the Protocols included here cover:

Location	For use by
1. Student’s own home	Students; Parents/Carers
2. Learning provider - School/College/ WBLPs	Students; Teachers; Partner organisations
3. Student’s home organisation (most probably their school)	Students; Teachers; Partner organisations
4. Other locations (e.g. Libraries)	All users

E-Learning Protocols for...

All **Students** using our Learning Platform at any time

You have chosen a Collegiate course, where you will be using **E-Learning**. When you began the course you signed a student agreement saying you agreed to behave in the ways set out below

This list tells you what we expect of you when using E-Learning

1. As soon as you log-in using your password you have agreed to treat everyone with consideration and behave sensibly
2. You will have your own email; discussion area; webpage; and an area for your Collegiate Course and Collegiate Communities
You must use all of these for your Collegiate Course activity only
3. You must attend any session where you are being shown how to use E-Learning
4. You must agree to check Digitalbrain when your teacher tells you. Then you can see what you have to do
5. www.bbc.co.uk/schools/gcsebitesize/ict/implications/3healthandsafetyrev4.shtml
Have a look at this BBC bitesize website. This site tells you how to sit comfortably when working at a computer, which is important for your health
6. If you find anything that uses bad language or offensive images, make sure you tell a teacher or other adult. Be very careful that you don't send anything like this to other people
7. You are responsible for your password and for your account
You should inform a member of staff if you think your password has been taken or used by others
Any harassment of others of any kind will be considered a serious issue
8. Do not store any individual file over 250K unless it is part of your course
Any attempt to **hack** into areas you are not allowed to go will be considered a serious issue
9. Your use of Digitalbrain will be monitored for your safety. Anything that is placed on it can be seen by Teachers and Collegiate Staff
10. You must respect **copyright** by saying where you got information or images that you use
11. You should be ready to discuss work with others using E-Learning, but you must not copy any work
12. You must keep to the internet and network rules of any location (such as a school or College) where you are using Digitalbrain

Note: Improper use can result in you being taken off Digitalbrain and could eventually lead to you having to leave the whole course

E-Learning Protocols for...

Parents and Carers – whenever students are in their care

Your son/daughter has chosen to take part in a Collegiate course, some or most of which will take place using **E-Learning**. We want to assist you in monitoring their use of our Learning Platform at home. Our approach is to keep learners safe by establishing acceptable online behaviour patterns wherever they are working, supported by responsible adults

Our **Learning Platform** 'KC4L' includes a number of ways of communicating. The students have access to online activities via their own unique password. These include email; their own webpage; discussion groups and videoconferencing in communities and on their courses

- ◆ A good **firewall** and **parental controls** should be used since Parents/Carers are responsible for overseeing the online activities of their son/daughter whilst they are in their care
- ◆ Please ensure your son/daughter is aware of these **protocols** and guidelines and that they always respect them
- ◆ Your son/daughter should be asked to tell you if they find anything they think is inappropriate on our Learning Platform
- ◆ You should contact the School/College or other Collegiate Partner in the usual way, if you feel inappropriate material has been accessed
- ◆ Please be aware that use of the Learning Platform will be monitored and any files etc. that are placed on it can be seen by teachers and Collegiate Staff
- ◆ You must ensure your son/daughter respects **copyright**
- ◆ Students will be encouraged to discuss work with others using E-Learning discussion groups etc., but you need to be aware that they must not copy any work
- ◆ The Kirklees Collegiates and their partners will manage the Learning Platform so that it is used appropriately for approved activity only. You should encourage your son/daughter to respect this
- ◆ You need to be aware that your son/daughter will be communicating in several ways with other students on Collegiate programmes who may attend a different School, College or Work Based Learning Provider
- ◆ You must ensure your **online** working environment complies with health and safety standards – for example regular breaks from the computer. Best practice is given here:
<http://www.bbc.co.uk/schools/gcsebitesize/ict/implications/3healthandsafetyrev4.shtml>

Note: Improper use of the Learning Platform can result in withdrawal of access rights to your son/daughter and could eventually lead to withdrawal from the whole Collegiate programme

E-Learning Protocol for...

Teachers, Collegiates & Partner Organisations

- ◆ Please ensure all students on a Collegiate Programme are aware of the [protocols](#) and guidelines and they always respect them
- ◆ [Partner organisations](#) should provide access to the necessary hardware, software and internet access for students on Collegiate courses and observe [Health & Safety requirements](#)
- ◆ All students should be made aware of times that the necessary facilities are available for them to use. This aims to help those who don't have access at home
- ◆ Partner organisations are responsible for providing a Named Administrator for the Learning Platform within their organisation
- ◆ Partner organisations should provide usernames and passwords for the students to use and the Named Administrator should manage these within their organisation
- ◆ The Collegiates will provide access to training for Administrators, Champions and Course deliverers. They will also receive support from the Collegiates E-Learning Managers
- ◆ You should inform the Collegiates where you feel inappropriate material has been accessed on our Learning Platform and deal with it, initially, within your organisation in the usual way
- ◆ All users should be aware that the use of offensive material, or any harassment of others of any kind will be considered a serious issue
- ◆ Students will be communicating in several ways with other students on Collegiate courses who may attend a different School, College or Work Based Learning Provider. They should respect these other students at all times
- ◆ Course deliverers should ensure students are given some work to complete online, as part of their course scheme of work, for all or part of their Collegiate course
- ◆ Course deliverers need to ensure their students are aware that they must respect [copyright](#) and acknowledge sources they have used where they can
- ◆ Course deliverers should be ready to use the Learning Platform to set, monitor and assess work, but must be vigilant about students copying, taking action where necessary

Note: Improper use of the Learning Platform can result in withdrawal of access rights to users and could eventually lead to withdrawal from the whole Collegiate programme for students

Glossary of terms

Term	A description or definition
Protocol	A code of conduct or set of rules
Learning Platform	The location on the web where E-Learning activity is organised and takes place
Home organisation	The organisation where the students is based
Partner organisation	Any organisation that is part of the Kirklees Collegiates working with students on programmes of study
Support organisation	Any organisation that supports the work of the Collegiates – e.g. Careers Service
Learning Provider	The partner organisation that is providing a programme of study, such as a School, College or WBLP
WBLP	Work Based Learning Provider
KC4L portal	The website called 'Kirklees Collegiates for Learning' (KC4L) which is the starting point for using the Learning Platform
E-Learning	Electronic learning – using any communication device to help learning; for example a computer
Online	Describes when you are connected to the internet
Hacking	To illegally break into areas on the system and gain access to material stored there
Webspace	An area on the Learning Platform for you to store files
Firewall	Basic ones are often built in to your computer operating system; others can be purchased separately. It allows you to control access to your computer from others on the internet and so protect you from viruses and other unwanted intrusions
Parental control	Software can be purchased that gives a parent or carer control over what the young person in their care can see and do on the computer

Copyright	... is about the right anyone has, who produces something original, to control its use by others
The law is very complex but some information is given in this link: http://www.copyrightservice.co.uk/copyright/copyright_questions	
<p>As a guide: If you or your School/College/WBLP has bought an item then you have bought the right to use it. If you have produced it yourselves it is yours to use. In any other case you should get permission by contacting the organisation concerned or seeing if they have any information on their website about it. Many will allow you to use it, where it is for educational purposes. Copyright covers anything that someone has produced including computer files, books and performances (such as music). Students should ask a teacher if they are not sure.</p>	