VIRTUAL LEARNING ENVIRONMENT (VLE) POLICY

September 2025

Scope	All Academic Staff and Students at UK Business College
OFS Condition	B2
Strategic Plan	Pillar 1
Access:	Public

Version 1.3

Approved by the Board of Governors

1. Introduction

1.1   A Virtual Learning Environment (VLE) enables the delivery of online learning and supports both learners within an institution and also distance learners, who remotely access course and assessment materials hosted on the College's VLE. The College's VLE is UKBC Connect. This Policy describes the requirements that must be met by relevant parties in order to maintain good management of the College's VLE and provides direction and support for the management of the VLE.

2. Responsibilities

2.1   Responsibility for ensuring compliance with this Policy lies with the College Executive Group. The IT Department has responsibility for ensuring this policy is in place; ensuring the system is accessible; administrating user permissions; highlighting any requirements for upgrades to the VLE and for implementing any planned changes. It is the responsibility of the College Academic Lead to assess current use of the VLE; ensure that the VLE satisfies the educational goals of the College and to make relevant guidelines and support available to both staff and student users.

2.2   Staff and students must use their college email to set up an account; details of the process are given during induction and are available in the student handbook and Employee Handbook. It is the responsibility of the IT Department to ensure that this information is successfully transferred to the VLE on a regular basis. Compliance with this Policy is compulsory for all staff employed by the College.

3. Policy Statement

3.1   Infrastructure and Software the VLE platform will provide:

- Controlled access to curriculum content that has been mapped to elements of programmes of study
- Provides the ability to track student activity and achievement against these elements
- Provide support of online learning, including access to learning resources, assessment, and guidance
- Communication between the learner and the lecturer to provide direct support and feedback for learners, as well as peer-group communication

4. Accessibility

4.1   Where possible, all relevant VLE material will be accessible to staff and learners, both on and off site, at all times.

4.2   Any scheduled interruption to the service will be announced in advance and all possible steps taken to ensure minimum disruption to users.

4.3   The College is committed to providing a platform that is accessible to the widest possible audience, regardless of technology or digital literacy.

4.4   The College will actively work to continually review and increase the accessibility and usability of the VLE

4.5   The College will apply all relevant legislation regarding access to the VLE. It is, therefore, the objective of UKBC to adhere to the terms and conditions of the:

- Computer Misuse Act 1990. The full content of the Act is available:
  http://www.legislation.gov.uk/ukpga/1990/18/contents

- Data Protection Act 1998. The full content of the Act is available at:
  http://www.legislation.gov.uk/ukpga/1998/29/contents

- Communications Act 2003. The full content of the Act is available at:
  http://www.legislation.gov.uk/ukpga/2003/21/contents

- Criminal Justice and Public Order Act 1994. The full content of the Act is available at:
  http://www.legislation.gov.uk/ukpga/1994/33/contents

4.6   In compliance with Section 26 of the Counter-Terrorism and Security Act 2015, staff, students and visitors using College IT systems should not create, transmit, receive, view or store material with the intent to radicalise themselves or others.

5. Content / Quality

5.1   Teaching staff will be responsible for the content and quality of materials posted on the VLE by having the ability to access and review all published content. However, the Course Coordinator, via support from the Associate Dean, will provide development guidelines to ensure:

- Maintenance and upkeep of course material is straightforward to

implement;

- Consistency and ease-of-use for the learners is a high priority
- Best practice in the effective use of the VLE to support learning is encouraged.

6. VLE Users Code of Conduct

6.1   Please be aware that the contents of discussion forums will be monitored. In the event of misuse, material deemed inappropriate will immediately be removed without any further notice or explanation. The College reserves the right to remove or amend any material or suspend or terminate access for individuals that violate any of the College policies that apply.

6.2   Users must not create, display, produce or circulate any material in any form or medium that:

- Is liable to cause offence, including pornographic material or abusive language;
- That could be considered defamatory or likely to incite the breach of any law;
- That breaches copyright law;
- That could be considered to constitute sexual or racial harassment;
- That discriminates on the grounds of race, gender, gender reassignment, age, disability, sexual orientation (i.e., gay, lesbian, bisexual, transsexual, heterosexual), marital status, religion or belief, political orientation or
- That damages the reputation of the College or its associates
- Users must not retaliate if subjected to cyber-bullying; you are accountable for your own actions.
- All written communication must be posted in English language.
- Users must not give out other people's contact details such as phone numbers, postal addresses or email addresses unless they have given you permission to do so.
- Users must not repeatedly post the same message (This is spam and will result in a user being banned from the discussion board or similar).

6.3 Overall, please be polite and considerate and treat others, as you would like to be treated.

7. Copyright / Intellectual Property

7.1   It is the responsibility of all staff members who create and post material on the VLE to have a clear understanding of who owns the work. In addition, all staff should be aware of the College's Copyright Policy and associated guidelines.

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